

**North Carolina**  
**Department of Transportation**

**Transformation Management Team**  
**Final Report**

**Volume Two:**  
**Performance Monitoring**

# TMT Schedule of Weekly Meetings

























































Team meeting times at a dedicated time each week are a time when the team will be holding problem solving sessions and reviews - these are good opportunities to check in and provide input

<u>Team</u>	<u>Day</u>	<u>Time</u>	<u>Location</u>
Transformation Mgmt. Team	Monday Thursday	10:30 AM 1:00 PM	EIC
Leadership Team	Tuesday	3:00 PM	
Project Office – TL Update – Dealer's Choice – Mgmt. Team Coord.	Wednesday Wednesday Friday	2:00 PM 3:00 PM 10:00 AM	Roberto's Office
Talent Management	Tuesday	8:30 AM	Room 350
Strategic Planning Process	Wednesday	8:30 AM	2 <sup>nd</sup> Floor Art
Strategic Blueprint	Tuesday	1:30 PM	Room 523
Performance Metrics	Wednesday	10:00 AM	Room 143



NCDOT Transformation																				
ID		Task Name	Start	2nd Quarter			3rd Quarter			4th Quarter			1st Quarter			2nd Quarter			3rd Quarter	
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
31		<b>SB - Bridge Program</b>	<b>Mon 12/3/07</b>																	
32		SB - Develop Implementation plan for a delegated program for Bridge Replacement Projects for NCI	<b>Mon 12/3/07</b>										12/3							
33		SB - Redefine Central Bridge Manager Role (Asst. Bridge Mgr.)	<b>Mon 12/3/07</b>										12/3				3/17			
34		SB - Post and Fill Asst. Bridge Manager position	Mon 12/3/07										12/3						6/30	
35		SB - Advertise & fill positions for Division Bridge Managers	<b>Mon 12/3/07</b>										12/3						6/30	
36		SB - Advertise & fill positions for R/W & Utility Coordinators	<b>Mon 12/3/07</b>										12/3						6/30	
37		SB - Streamline Bridge Replacement Process	<b>Mon 12/3/07</b>										12/3					4/30		
38		SB - Implement Tiered Bridge Design standards	<b>Mon 12/3/07</b>										12/3				3/5			
39		SB - Develop & Implement Bridge Preservation and rehabilitation strategies (NCSU under contract)	<b>Mon 12/3/07</b>										12/3							
40		SB - Develop procedure for Division managed model	<b>Mon 12/3/07</b>										12/3					4/30		
41		SB - Establish procedure for on-site scoping meetings	<b>Mon 12/3/07</b>										12/3					4/30		
42		SB - Finalize Standard Bridge Plans (Pilot underway)	<b>Mon 12/3/07</b>										12/3							
43		SB - Establish budget based bridge program procedure	<b>Mon 12/3/07</b>										12/3							
44		SB - Regionalize Pre-Construction	<b>Mon 12/3/07</b>										12/3				2/29			
45		SB - Funding options for Bridge Replacements	<b>Mon 3/31/08</b>														3/31			
46		SB - Permit requirements, project commitments and moratoriums	Mon 3/31/08														3/31			
47																				
48		<b>SB -TIP Pilot</b>	<b>Thu 11/1/07</b>																	
49		SB - Identify & assign project executive & technical management groups for each pilot	<b>Thu 11/1/07</b>										11/1				11/13			
50		SB - Teams are chartered and given construction Let Date Schedule Metric	<b>Thu 11/1/07</b>										11/1				2/14			
51		SB - Teams are formed & have kick-off workshop	<b>Thu 2/14/08</b>														2/14		2/14	
52		SB - Develop TIP Program Monitoring Plan	<b>Tue 4/1/08</b>														4/1		4/11	
53		SB - TIP Delivery Monitoring (Qtrly Review)	<b>Wed 4/30/08</b>														4/30		4/30	
54		SB - TIP Delivery Monitoring (Qtrly Review)	<b>Thu 7/31/08</b>																7/31	
55		SB - TIP Delivery Monitoring (Qtrly Review)	<b>Tue 9/30/08</b>																	
56		SB - TIP Delivery Monitoring (Qtrly Review & Pilot Assessment)	<b>Wed 12/31/08</b>																	
57																				
58		<b>SB - Mobility Program</b>	<b>Mon 10/22/07</b>																	
59		SB - Mobility Program Draft Recommendations to TMT	<b>Mon 10/22/07</b>										10/22				10/22			
60		SB - Mobility Program Draft Recommendations to LT	<b>Tue 10/30/07</b>														10/30			
Project: TMT Project Plan v2 Date: Wed 1/21/09		Task		Summary		Rolled Up Progress		Project Summary												
		Progress		Rolled Up Task		Split		Group By Summary												
		Milestone		Rolled Up Milestone		External Tasks		Deadline												
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NCDOT Transformation																				
ID		Task Name	Start	2nd Quarter			3rd Quarter			4th Quarter			1st Quarter			2nd Quarter			3rd Quarter	
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
91		SB - Conduct Assessment Systems & Data Integration	Mon 11/19/07							11/19		2/22								
92		SB - Conduct Assessment Training	Mon 11/19/07							11/19		2/22								
93		SB - Conduct Assessment Desktop Support	Mon 11/19/07							11/19		2/22								
94		SB - Conduct Assessment Security	Mon 11/19/07							11/19		2/22								
95		SB - Conduct Assessment Organization Structure	Mon 11/19/07							11/19		2/22								
96		SB - Conduct Assessment IT Career Banding	Mon 11/19/07							11/19		2/22								
97		SB - Information Technology Recommendations to TMT	Mon 2/25/08									2/25		2/25						
98		SB - Information Technology Recommendations to LT	Wed 2/27/08									2/27		2/27						
99		SB - Implement IT Governance Committee Recommendation	Tue 4/1/08										4/1					6/30		
100		SB - Implement Information Technology Recommendations	Tue 4/1/08										4/1					5/30		
101		SB - Develop Information Technology Monitoring Plan	Mon 3/3/08										3/3					3/31		
102																				
103		SB - Office of Inspector General Assessment	Mon 11/19/07																	
104		SB - Conduct Assessment Internal Audit	Mon 11/19/07							11/19		12/14								
105		SB - Conduct Assessment Information Systems Audit	Mon 11/19/07							11/19		12/21								
106		SB - Conduct Assessment SAS 99 Audit (confirm title)	Mon 11/19/07							11/19		12/21								
107		SB - Conduct Assessment External Audit (including Bid Monitoring)	Mon 11/19/07							11/19		12/14								
108		SB - Conduct Assessment Contract Monitoring (POC & Centrally Let)	Mon 11/19/07							11/19		12/14								
109		SB - Conduct Assessment DBE/MBE/WBE Contract Compliance	Mon 11/19/07							11/19		12/14								
110		SB - Conduct Assessment Title VI Contract Compliance	Mon 11/19/07							11/19		12/14								
111		SB - Conduct Assessment DMV Internal Affairs	Mon 11/19/07							11/19		12/27								
112		SB - Conduct Assessment DOT Investigations	Mon 11/19/07							11/19		12/21								
113		SB - Conduct Assessment IT PC Investigations	Mon 11/19/07							11/19		12/14								
114		SB - Conduct Assessment Pre-Construction, Construction & Operations Services audit	Mon 11/19/07							11/19		1/3								
115		SB - Conduct Assessment Organization Performance	Mon 11/19/07							11/19		12/14								
116		SB -Office of Inspector General Recommendations to TMT	Mon 1/7/08									1/7		1/7						
117		SB - Office of Inspector General Recommendations to LT	Wed 1/9/08									1/9		1/9						
118		SB - Implement Office of Inspector General Recommendations	Fri 2/1/08										2/1					6/30		
119		SB - Develop Office of Inspector General Monitoring Plan	Wed 1/2/08									1/2					1/31			
120																				

Project: TMT Project Plan v2  
Date: Wed 1/21/09

Task

Progress

Milestone

Summary

Rolled Up Task

Rolled Up Milestone

Rolled Up Progress

Split

External Tasks

Project Summary

Group By Summary

Deadline

















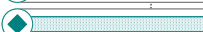








































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NCDOT Transformation																				
ID		Task Name	Start	2nd Quarter		Jun	3rd Quarter		Sep	4th Quarter		Dec	1st Quarter			2nd Quarter			3rd Quarter	
				Apr	May		Jul	Aug		Oct	Nov		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
181		<b>SP - Strategic Planning &amp; Prioritization</b>	<b>Fri 6/8/07</b>																	
182		SP - Collect best practices	Fri 6/8/07																	
183		SP - Strategic Planning & Prioritization (Best Practices)	Tue 8/7/07																	
184		SP - Overview of the three tiers of strategic planning - TMT	<b>Mon 7/16/07</b>																	
185		SP - Overview of the three tiers of strategic planning - LT	<b>Tue 7/24/07</b>																	
186		SP - Detailed calendar and process flow for three cycles of planning process of 1, 2 and 8 year inter	<b>Mon 7/30/07</b>																	
187		SP - Detailed calendar and process flow for three cycles of planning process of 1, 2 and 8 year inter	<b>Tue 7/31/07</b>																	
188		SP - Business Case templates to be used during process - TMT	<b>Wed 8/1/07</b>																	
189		SP - Business Case templates to be used during process - LT	<b>Tue 8/28/07</b>																	
190		SP - Stakeholder Management Plan - TMT	<b>Mon 8/6/07</b>																	
191		SP - Stakeholder Management Plan - LT	<b>Tue 8/14/07</b>																	
192		SP - Framework to clarify decision makers at each stage - TMT	<b>Mon 8/6/07</b>																	
193		SP - Framework to clarify decision makers at each stage - LT	<b>Tue 8/21/07</b>																	
194		SP - Submit sample organization chart for SPO - TMT	<b>Mon 8/20/07</b>																	
195		SP - Submit sample organization chart for SPO - LT	<b>Tue 8/28/07</b>																	
196		SP - SPO job descriptions and staffing recommendations - TMT	<b>Mon 8/20/07</b>																	
197		SP - SPO job descriptions and staffing recommendations - LT	<b>Mon 8/20/07</b>																	
198		SP - Strategic Planning Process reviewed by BOT	<b>Wed 9/5/07</b>																	
199		SP - Training and skill building high level approach planning staff, leadership team, stakeholders & N	<b>Fri 8/31/07</b>																	
200		SP - Develop SP&P Manual	<b>Wed 8/1/07</b>																	
201		SP - Business Unit Action Plan Notebook	Mon 12/31/07																	
202		SP - Publish Manual on the NCDOT web site	<b>Mon 11/26/07</b>																	
203		SP - Draft BU Action Plan Concept to TMT	<b>Mon 11/5/07</b>																	
204		SP - Draft BU Action Plan Concept to LT	<b>Tue 11/6/07</b>																	
205																				
206		<b>SP - Inform stakeholders about new process (Define stakeholders and dates)</b>	<b>Fri 10/26/07</b>																	
207		SP - Strategic Planning Process presented at MPO Conference	<b>Fri 10/26/07</b>																	
208		SP - Strategic Planning Discussions with MPO - Initial Discussion	<b>Wed 11/7/07</b>																	
209		SP - Transformation Discussions with Stakeholders - Follow-up Discussions	<b>Tue 12/11/07</b>																	
210																				
<div><div>Project: TMT Project Plan v2 Date: Wed 1/21/09</div><div><div>Task</div><div>Progress</div><div>Milestone</div><div>Summary</div><div>Rolled Up Task</div><div>Rolled Up Milestone</div><div>Rolled Up Progress</div><div>Split</div><div>External Tasks</div><div>Project Summary</div><div>Group By Summary</div><div>Deadline</div></div></div>																				
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NCDOT Transformation																				
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				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
211		SP - Create SPOT Office	Thu 8/30/07																	
212		SP - Create PD102 for SPOT Manager	Thu 8/30/07							8/30 			10/19							
213		SP - Hire SPOT Manager	Wed 10/31/07							10/31 			12/31							
214		SP - SPOT established	Wed 1/2/08										1/2 			1/16				
215		SP - Establish remaining SPOT positions	Wed 1/2/08										1/2 			3/12				
216		SP - Develop SPOT Rotation Plan	Wed 1/2/08										1/2 							
217																				
218		SP - Strategic Prioritization	Wed 8/1/07																	
219		SP - Finalize the Strategic Prioritization Process	Wed 8/1/07				8/1 			11/9										
220		SP - Final Prioritization process to TMT	Tue 11/13/07							11/13 			11/13							
221		SP - Final Prioritization Process to LT	Tue 11/20/07							11/20 			11/20							
222		SP - Define BU developing Strategic Plans	Fri 11/16/07							11/16 			11/16							
223		SP - Develop High-level Prioritization Process rollout plan - TMT	Mon 12/3/07							12/3 			12/14							
224		SP - Present High-level Prioritization Process rollout plan - TMT	Mon 12/17/07							12/17 			12/17							
225		SP - Present High-level Prioritization Process rollout plan - LT	Wed 12/19/07										12/19							
226		SP - Finalize details (Unrestricted, Prioritized Needs - SPAN outline)	Wed 1/2/08							1/2 			1/4							
227		SP - Present Final SPAN Outline - TMT	Mon 1/7/08							1/7 			1/7							
228		SP - Present Final SPAN Outline - LT	Tue 1/15/08							1/15 			1/15							
229		SP _ Develop 2 year Prioritization Process Implementation Plan	Wed 1/2/08							1/2 										
230		SP - Pilot a Prioritization Process	Mon 5/5/08										5/5 							
231																				
232		SP - Strategic Plan	Mon 10/1/07																	
233		SP - Develop Strategic Plan Objectives	Mon 10/1/07				10/1 			11/26										
234		SP - Present Strategic Plan Objectives - TMT	Mon 11/26/07							11/26 			12/3							
235		SP - Present Strategic Plan Objectives - LT	Wed 11/28/07							11/28 			12/5							
236		SP - Develop draft Strategic Plan	Wed 1/2/08										1/2 							
237		SP - Draft Strat Plan to TMT	Mon 1/7/08										1/7 							
238		SP - Draft Strat Plan to LT	Tue 1/15/08										1/15 							
239		SP - Implement Strategic Planning Process w/n BU	Wed 1/2/08										1/2 							
240																				


Project: TMT Project Plan v2  
Date: Wed 1/21/09


Task

Progress

Milestone










Summary

Rolled Up Task

Rolled Up Milestone









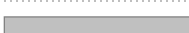
Rolled Up Progress

Split

External Tasks










Project Summary

Group By Summary

Deadline





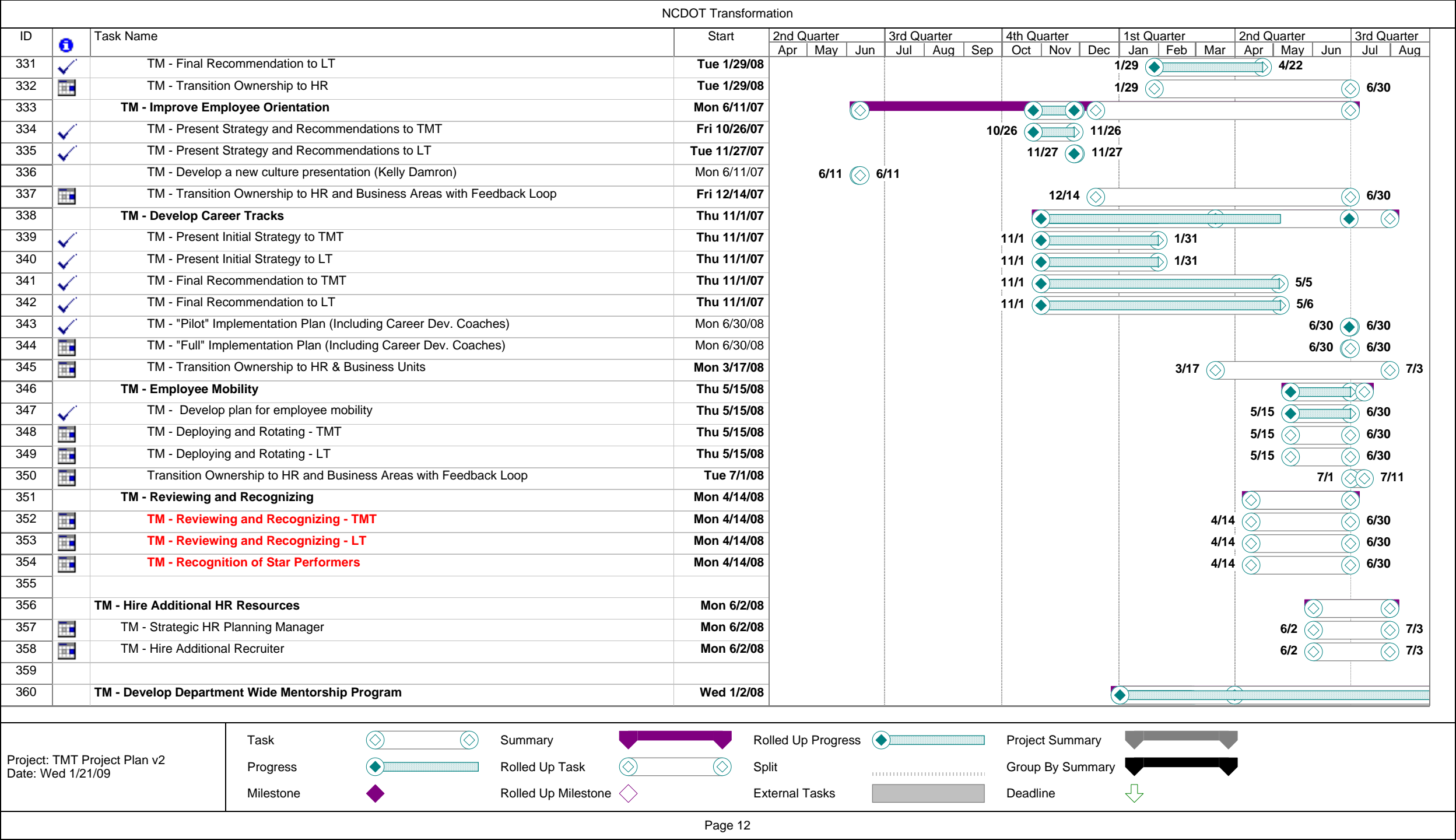


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NCDOT Transformation																				
ID		Task Name	Start	2nd Quarter			3rd Quarter			4th Quarter			1st Quarter			2nd Quarter			3rd Quarter	
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
241		<b>SP - Marketing - Strategic Plan</b>	<b>Tue 4/1/08</b>																	
242		SP - Marketing Plan to TMT	Tue 4/1/08																	
243		SP - Marketing Plan to LT	Tue 7/1/08																	
244																				
245		<b>PM - Performance Metrics</b>	<b>Mon 6/11/07</b>																	
246		PM - Performance Management (Best Practices)	<b>Tue 7/17/07</b>																	
247		PM - Compile list of metrics from peer organizations	<b>Mon 6/11/07</b>																	
248		PM - Compile list of metrics currently tracked by NCDOT	<b>Mon 6/11/07</b>																	
249		PM - Design process for managing to metrics	<b>Thu 6/28/07</b>																	
250		PM - Submit value tree describing core values linked to vision and goals - LT	<b>Tue 7/17/07</b>																	
251		PM - Submit high level performance dashboard - TMT	<b>Thu 7/12/07</b>																	
252		PM - Submit high level performance dashboard - LT	<b>Tue 7/17/07</b>																	
253		PM - Submit DOH central and Division level metrics - TMT	<b>Thu 7/26/07</b>																	
254		PM - Gather input on metrics from BU's	<b>Wed 8/1/07</b>																	
255		PM - Submit draft list of division & Branch level metrics by cascading high-level metric - TMT	<b>Thu 8/9/07</b>																	
256		PM - Submit draft list of division & Branch level metrics by cascading high-level metric - LT	<b>Tue 9/11/07</b>																	
257		PM - Submit complete list of division, branch metrics (Top 42) - TMT	<b>Mon 10/15/07</b>																	
258		PM - Submit complete list of division, branch metrics (Top 42) - LT	<b>Tue 10/16/07</b>																	
259		PM - Submit complete list of Business Unit metrics - TMT	<b>Tue 11/13/07</b>																	
260		PM - Submit complete list of Business Unit metrics - LT	<b>Tue 3/4/08</b>																	
261		PM - Define "Business Unit"	<b>Mon 10/29/07</b>																	
262																				
263		<b>PM - Dashboard</b>	<b>Wed 8/1/07</b>																	
264		PM - Performance targets for NCDOT high-level dashboard metrics - TMT	<b>Mon 10/15/07</b>																	
265		PM - Performance targets for NCDOT high-level dashboard metrics - LT	<b>Tue 10/16/07</b>																	
266		PM - Goal Setting for Top 42	<b>Mon 11/19/07</b>																	
267		PM - Roll out dashboard - Preliminary	<b>Thu 8/16/07</b>																	
268		PM - Roll out dashboard - Phase II (Safer, Last Longer, Works Well)	<b>Mon 10/1/07</b>																	
269		PM - Roll out dashboard - Phase III (Efficiently, Great Place to Work)	<b>Mon 10/1/07</b>																	
270		PM - Adjust information systems to support process	<b>Wed 8/1/07</b>																	
Project: TMT Project Plan v2 Date: Wed 1/21/09		Task				Summary				Rolled Up Progress				Project Summary						
		Progress				Rolled Up Task				Split				Group By Summary						
		Milestone				Rolled Up Milestone				External Tasks				Deadline						
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NCDOT Transformation																				
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				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
271		PM - Environmental Stewardship Dashboard	Tue 2/5/08										2/5			4/30				
272																				
273		PM - Employee Engagement Survey	Fri 10/5/07																	
274		PM - Define Alternatives	Fri 10/5/07							10/5			10/24							
275		PM - Present Alternatives to TMT	Mon 11/5/07							11/5			11/5							
276		PM - Present Alternatives to LT	Wed 10/31/07							10/31			10/31							
277		PM - Make Recommendations	Mon 11/5/07							11/5			11/5							
278		PM - Develop Implementation Strategy	Mon 11/5/07							11/5			11/21							
279		PM - Implement Employee Engagement Survey	Wed 1/2/08							1/2										
280																				
281		PM - Customer Service Survey	Wed 1/2/08																	
282		PM - Define Alternatives	Wed 1/2/08							1/2									6/30	
283		PM - Present Alternatives to TMT	Mon 6/30/08													6/30			6/30	
284		PM - Present Alternatives to LT	Tue 7/1/08													7/1			7/1	
285		PM - Develop Implementation Strategy	Mon 7/7/08													7/7			7/3	
286		PM - Implement Customer Service Survey	Mon 8/4/08																8/4	
287																				
288		TM - Talent Management	Mon 6/11/07																	
289		TM - Develop Talent Planning process	Mon 6/11/07	6/11			6/11													
290		TM - Assessment of current talent management practices	Mon 6/11/07				6/11													
291		TM - Review HR & Diagnostic Data	Tue 6/26/07	6/26			7/10													
292		TM - Develop set of tactical changes to talent management	Mon 6/11/07	6/11			8/16													
293		TM - Interviews	Wed 6/20/07	6/20			7/9													
294		TM - Submit Gap analysis and high-level recommendations - TMT	Thu 7/19/07							7/19										
295		TM - Submit Gap analysis and high-level recommendations - LT	Tue 7/24/07							7/24										
296		TM - Talent Management (Best Practices)	Tue 7/24/07							7/24										
297		TM - Draft process recs & pilot design	Mon 8/13/07										8/13							
298		TM - Talent management policy recs / white papers - TMT	Thu 8/2/07										8/2							
299		TM - Talent management policy recs / white papers - LT	Tue 8/7/07										8/7							
300		TM - OSP / NCDOT Resource Integration Kickoff Meeting	Wed 9/12/07										9/12							
Project: TMT Project Plan v2 Date: Wed 1/21/09		Task				Summary			Rolled Up Progress			Project Summary								
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		Milestone			Rolled Up Milestone			External Tasks			Deadline									
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NCDOT Transformation																				
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				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
301		TM - Develop plan to roll out TM system	Tue 9/4/07																	
302																				
303		TM - Quick Wins	Mon 7/2/07																	
304																				
305		TM - Define Talent Strategy	Tue 8/7/07																	
306		TM - Present Initial Talent Strategy and Workforce Planning Concept to TMT	Tue 10/2/07																	
307		TM - Present Initial Talent Strategy and Workforce Planning Concept to LT	Tue 8/7/07																	
308		TM - Website Development for Talent Strategy	Tue 10/2/07																	
309		TM - Final Recommendations and Deliverable Document to TMT	Tue 10/2/07																	
310		TM - Final Recommendations and Deliverable Document to LT	Tue 10/2/07																	
311		TM - Transition Ownership to HR and Coordination with SPOT	Mon 3/17/08																	
312																				
313		TM - Employee Recruitment, Onboarding and Employee Value Proposition	Mon 6/11/07																	
314		TM - Define and Improve EVP	Tue 9/4/07																	
315		TM - Define Attractors and Commitment Drivers	Tue 9/4/07																	
316		TM - Develop Survey for Employees < 1 year	Tue 9/4/07																	
317		TM - Develop a Talent Management Framework	Tue 9/4/07																	
318		TM - Present Initial Strategy to TMT	Tue 9/4/07																	
319		TM - Present Initial Strategy to LT	Tue 9/4/07																	
320		TM - Transition Ownership to HR	Tue 9/4/07																	
321		TM - Recruitment Proposal / Design	Fri 10/19/07																	
322		TM - Present High Level Proposal to TMT	Fri 10/19/07																	
323		TM - Present High Level Proposal to LT	Tue 11/27/07																	
324		TM - Final Recommendation to TMT	Mon 12/17/07																	
325		TM - Final Recommendation to LT	Tue 12/18/07																	
326		TM - Transition Ownership to HR and Business Owners	Mon 12/31/07																	
327		TM - Revise Hiring Practice	Thu 11/1/07																	
328		TM - Present Initial Strategy to TMT	Thu 11/1/07																	
329		TM - Present Initial Strategy to LT	Tue 12/18/07																	
330		TM - Final Recommendation to TMT	Wed 12/19/07																	
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NCDOT Transformation																				
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				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
361		TM - Female Mentorship Pilot Kickoff	Wed 1/2/08										1/2			2/26				
362		TM - TEA Mentorship Pilot Kickoff	Wed 1/2/08										1/2			2/28				
363		TM - Report to Senior Management on Pilots	Wed 1/2/08										1/2							
364		TM - Strategy for Department Implementation	Tue 4/1/08													4/1				
365		TM - Implement Strategy	Mon 11/3/08																	
366																				
367		TM - Leadership	Wed 8/1/07																	
368		TM - Define Leadership Competencies	Wed 8/1/07																	
369		TM - Design Leadership Planning Process	Wed 8/1/07																	
370		TM - New leadership planning process - TMT	Thu 9/27/07																	
371		TM - New leadership planning process - LT	Tue 10/2/07																	
372		TM - Schedule Interviews with top 50-60	Wed 8/1/07																	
373		TM - LT approval of top 50 and top 100-150	Wed 8/15/07																	
374		TM - Interviews with top 50-60 for role descriptions	Wed 8/1/07																	
375		TM - Initial Leadership Planning Session	Mon 6/30/08																	
376		TM - Leadership Action Session # 2	Thu 7/31/08																	
377		TM - Leadership Planning Mid-Cycle Followup	Fri 11/28/08																	
378		TM - Annual Leadership Planning Kickoff Meeting	Fri 2/27/09																	
379																				
380		TM - Revamp Training Program	Mon 5/5/08																	
381		TM - Present Initial Strategy to to TMT	Mon 5/5/08																	
382		TM - Present Initial Strategy to to LT	Tue 5/6/08																	
383		TM - Transition ownership to HR	Mon 6/30/08																	
384																				
385		TM - Performance Management	Wed 8/1/07																	
386		TM - Draft high level PM Process	Wed 8/1/07																	
387		TM - Develop revised PM review process - TMT	Tue 9/4/07																	
388		TM - Develop revised PM review process - LT	Tue 9/18/07																	
389		TM - Present detailed PM process for top 100+ Pilot to TMT	Wed 8/1/07																	
390		TM - Present detailed PM process for top 100+ Pilot to LT	Wed 8/1/07																	
<div><div>Project: TMT Project Plan v2 Date: Wed 1/21/09</div><div><div>Task</div><div>Progress</div><div>Milestone</div></div><div><div>Summary</div><div>Rolled Up Task</div><div>Rolled Up Milestone</div></div><div><div>Rolled Up Progress</div><div>Split</div><div>External Tasks</div></div><div><div>Project Summary</div><div>Group By Summary</div><div>Deadline</div></div></div> <div>Page 13</div>																				



NCDOT Transformation																							
ID		Task Name	Start	2nd Quarter			3rd Quarter			4th Quarter			1st Quarter			2nd Quarter			3rd Quarter				
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug			
391		TM - Present draft value statements to LT	Wed 8/1/07				8/1					10/17											
392		TM - Present detailed PM process w/values for top 100+ Pilot to Exec. Comm.	Wed 8/1/07				8/1					11/1											
393		TM - Plan for training Pilot participants to TMT	Wed 8/1/07				8/1					10/29											
394		TM - Plan for Training Pilot participants to LT	Wed 8/1/07				8/1					10/30											
395		TM - Present process for dealing with under performers to TMT	Wed 8/1/07				8/1								3/24								
396		TM - Present process for dealing with under performance to LT	Wed 8/1/07				8/1								3/25								
397		TM - Present new performance management policy to TMT	Wed 1/23/08										1/23				3/24						
398		TM - Present new performance management policy to LT	Thu 1/24/08										1/24				3/25						
399		TM - Present process and forms for classes w/alternate PM process to TMT	Wed 8/1/07				8/1								4/8								
400		TM - Present process and forms for classes w/alternate PM process to LT	Wed 8/1/07				8/1								4/8								
401		TM - Develop Performance Pay Dispute Procedures	Tue 4/1/08											4/1			4/21						
402																							
403		PO - Design TMT communications strategy	Mon 8/6/07																				
404		PO - Transfromation Theme to Legislature	Tue 10/23/07							10/23			10/23										
405		PO - Transformation Update to Legislature - Project / Program Delivery	Tue 11/20/07								11/20			11/20									
406		PO - Communication Plan to LT (Secretary Tippet Q&A)	Wed 4/30/08													4/30			4/30				
407		PO - Q&A Sessions with Secretary Tippet	Mon 10/1/07							10/1													
408		PO - Biweekly Distribution A memos	Mon 8/6/07				8/6																
409		PO - Monthly Transformation Webinars	Tue 4/1/08											4/1									
410		PO - Monthly In the Loop memos	Thu 11/1/07							11/1													
411		PO - Monthy Executive Committee Meetings	Thu 11/1/07							11/1													
412		PO - Monthly Board of Transportation Updates	Thu 11/1/07							11/1													
413		PO - Legislative updates	Thu 11/1/07							11/1													
414																							
415		PO - Marketing Plan	Mon 3/3/08																				
416		PO - Meet w/ PIO Director to Develop Marketing Plan	Mon 3/3/08													3/3			3/31				
417		PO - Marketing Plan to TMT (PIO)	Mon 6/2/08																6/2			7/21	
418		PO - Marketing Plan to LT (PIO)	Tue 6/3/08																6/3			7/23	
419		PO - Implement Marketing Plan (PIO)	Mon 6/9/08																6/9			7/3	
420																							
Project: TMT Project Plan v2 Date: Wed 1/21/09		Task		Summary		Rolled Up Progress		Project Summary															
		Progress		Rolled Up Task		Split		Group By Summary															
		Milestone		Rolled Up Milestone		External Tasks		Deadline															
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NCDOT Transformation																				
ID		Task Name	Start	2nd Quarter			3rd Quarter			4th Quarter			1st Quarter			2nd Quarter			3rd Quarter	
				Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
421		Transformation Training and Rollout	Fri 11/9/07																	
422	✓	SP - Action Plan Course Material Due	Fri 11/9/07																	
423	✓	SP - Draft Action Plans Due	Fri 11/9/07																	
424	✓	TM - Performance Metrics and IAP Material Due	Fri 11/9/07																	
425	✓	PO - NEW DOT Training Pilot for Top/Middle Managers (Transformation Themes, Strategic Planning)	Tue 11/20/07																	
426	✓	PO - New DOT Training Conference for Top/Middle Managers (Transformation Themes, Strategic Planning)	Tue 12/18/07																	
427	✓	PM - Pilot performance metrics with new TM review process (1 qtr only)	Wed 1/2/08																	
428		TM - Define training plan for pilot - All employees	Tue 4/1/08																	
429	✓	SP - Annual Action Plans Launched	Wed 1/2/08																	
430																				
431		Transformation Implementation and Support	Mon 9/24/07																	
432	✓	PM - Plan to launch PM pilot - TMT	Mon 9/24/07																	
433	✓	PM - Plan to launch PM pilot - LT	Tue 10/9/07																	
434	✓	TM- Roll out TM system (Top 150)	Tue 4/1/08																	
435		PM - Top 150 Mid-cycle evaluations	Wed 10/1/08																	
436		PM - Conduct process effectiveness evaluation	Fri 10/31/08																	
437		PM - Make process enhancement recommendations	Mon 11/17/08																	
438		PM - Implement pilot PDA throughout remainder of organization	Wed 10/1/08																	
439		PM - Implement PDA throughout remainder of organization	Wed 4/1/09																	
440	✓	PM - Conduct Quarterly Business Reviews	Tue 4/1/08																	
441	✓	PO - TMT Exit Strategy (Value Engineering / Office Environ. Qual. / Productivity Services)	Mon 3/17/08																	
442		PO - TMT Final Report	Mon 11/3/08																	
Project: TMT Project Plan v2 Date: Wed 1/21/09		Task		Summary		Rolled Up Progress		Project Summary												
		Progress		Rolled Up Task		Split		Group By Summary												
		Milestone		Rolled Up Milestone		External Tasks		Deadline												
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NCDOT Transformation																						
ID		Task Name	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
61		SB - Mobility Program Final Recommendations to TMT																				
62		SB - Mobility Program Final Recommendations to LT																				
63		SB - Implement Mobility Program Recommendation																				
64		SB - Develop Mobility Program Monitoring Plan																				
65																						
66		<b>SB - Agreements Assessment</b>																				
67		SB - Agreements Recommendations to TMT																				
68		SB - Agreements Recommendations to LT																				
69		SB - Assess LT Recommendation to Reduce the # of Agreements																				
70		SB - Implement Agreements Recommendation																				
71		SB - Develop Agreements Monitoring Plan																				
72																						
73		<b>SB - Safety &amp; Loss Control / Security Assessment</b>																				
74		SB - Safety & Loss Control Recommendations to TMT																				
75		SB - Safety & Loss Control Recommendations to LT																				
76		SB - Implement Safety & Loss Control Recommendation																				
77		SB - Develop Safety & Loss Control Monitoring Plan																				
78																						
79		<b>SB - Document Reproduction Assessment</b>																				
80		SB - Document Reproduction Recommendations to TMT																				
81		SB - Document Reproduction Recommendations to LT																				
82		SB - Implement Document Reproduction Recommendations																				
83		SB - Develop Document Reproduction Monitoring Plan																				
84																						
85		<b>SB - Information Technology Assessment (incl. IT Systems / Application Tracking)</b>																				
86		SB - Conduct Assessment Mission & Goals																				
87		SB - Conduct Assessment Priorities & Governance																				
88		SB - Conduct Assessment Communication																				
89		SB - Conduct Assessment Procurement																				
90		SB - Conduct Assessment Accountability																				

Project: TMT Project Plan v2  
Date: Wed 1/21/09

Task

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ID		Task Name	4th Quarter				1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			1st Quarter			2nd Q			
			Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr			
181		SP - Strategic Planning & Prioritization	<div><div></div></div>																						
182		SP - Collect best practices																							
183		SP - Strategic Planning & Prioritization (Best Practices)																							
184		SP - Overview of the three tiers of strategic planning - TMT																							
185		SP - Overview of the three tiers of strategic planning - LT																							
186		SP - Detailed calendar and process flow for three cycles of planning process of 1, 2 and 8 year inter																							
187		SP - Detailed calendar and process flow for three cycles of planning process of 1, 2 and 8 year inter																							
188		SP - Business Case templates to be used during process - TMT																							
189		SP - Business Case templates to be used during process - LT																							
190		SP - Stakeholder Management Plan - TMT																							
191		SP - Stakeholder Management Plan - LT																							
192		SP - Framework to clarify decision makers at each stage - TMT																							
193		SP - Framework to clarify decision makers at each stage - LT																							
194		SP - Submit sample organization chart for SPO - TMT																							
195		SP - Submit sample organization chart for SPO - LT																							
196		SP - SPO job descriptions and staffing recommendations - TMT																							
197		SP - SPO job descriptions and staffing recommendations - LT																							
198		SP - Strategic Planning Process reviewed by BOT																							
199		SP - Training and skill building high level approach planning staff, leadership team, stakeholders & N																							
200		SP - Develop SP&P Manual	<div><div></div></div>																				11/28		
201		SP - Business Unit Action Plan Notebook																							
202		SP - Publish Manual on the NCDOT web site																							
203		SP - Draft BU Action Plan Concept to TMT																							
204		SP - Draft BU Action Plan Concept to LT																							
205																									
206		SP - Inform stakeholders about new process (Define stakeholders and dates)	<div><div></div></div>																						
207		SP - Strategic Planning Process presented at MPO Conference																							
208		SP - Strategic Planning Discussions with MPO - Initial Discussion																							
209		SP - Transformation Discussions with Stakeholders - Follow-up Discussions	<div><div></div></div>																				10/31		
210																									
Project: TMT Project Plan v2 Date: Wed 1/21/09		Task			Summary		Rolled Up Progress			Project Summary															
		Progress			Rolled Up Task			Split		Group By Summary															
		Milestone			Rolled Up Milestone			External Tasks		Deadline															
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NCDOT Transformation

ID		Task Name	4th Quarter				1st Quarter			2nd Quarter			3rd Quarter			4th Quarter			1st Quarter			2nd Q
			Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
211		SP - Create SPOT Office																				
212		SP - Create PD102 for SPOT Manager																				
213		SP - Hire SPOT Manager																				
214		SP - SPOT established																				
215		SP - Establish remaining SPOT positions																				
216		SP - Develop SPOT Rotation Plan		9/30																		
217																						
218		SP - Strategic Prioritization																				
219		SP - Finalize the Strategic Prioritization Process																				
220		SP - Final Prioritization process to TMT																				
221		SP - Final Prioritization Process to LT																				
222		SP - Define BU developing Strategic Plans																				
223		SP - Develop High-level Prioritization Process rollout plan - TMT																				
224		SP - Present High-level Prioritization Process rollout plan - TMT																				
225		SP - Present High-level Prioritization Process rollout plan - LT																				
226		SP - Finalize details (Unrestricted, Prioritized Needs - SPAN outline)																				
227		SP - Present Final SPAN Outline - TMT																				
228		SP - Present Final SPAN Outline - LT																				
229		SP _ Develop 2 year Prioritization Process Implementation Plan		9/30																		
230		SP - Pilot a Prioritization Process																				
231																						
232		SP - Strategic Plan																				
233		SP - Develop Strategic Plan Objectives																				
234		SP - Present Strategic Plan Objectives - TMT																				
235		SP - Present Strategic Plan Objectives - LT																				
236		SP - Develop draft Strategic Plan		9/30																		
237		SP - Draft Strat Plan to TMT		9/30																		
238		SP - Draft Strat Plan to LT		10/7																		
239		SP - Implement Strategic Planning Process w/n BU		8/29																		
240																						

Project: TMT Project Plan v2  
Date: Wed 1/21/09

Task

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ID		Task Name	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr
361	✓	TM - Female Mentorship Pilot Kickoff																				
362	✓	TM - TEA Mentorship Pilot Kickoff																				
363	✓	TM - Report to Senior Management on Pilots																				
364	📅	TM - Strategy for Department Implementation		◊ 10/1																		
365	📅	TM - Implement Strategy		11/3 ◊ 11/3																		
366																						
367		<b>TM - Leadership</b>		◊		◊			◊													
368	✓	TM - Define Leadership Competencies																				
369	✓	TM - Design Leadership Planning Process																				
370	✓	TM - New leadership planning process - TMT																				
371	✓	TM - New leadership planning process - LT																				
372	✓	TM - Schedule Interviews with top 50-60																				
373	✓	TM - LT approval of top 50 and top 100-150																				
374	✓	TM - Interviews with top 50-60 for role descriptions																				
375	📅	TM - Initial Leadership Planning Session																				
376	📅	TM - Leadership Action Session # 2		◊ 9/30																		
377	📅	TM - Leadership Planning Mid-Cycle Followup			11/28 ◊ 11/28																	
378	📅	TM - Annual Leadership Planning Kickoff Meeting							◆ 2/27													
379																						
380		<b>TM - Revamp Training Program</b>																				
381	✓	TM - Present Initial Strategy to to TMT																				
382	✓	TM - Present Initial Strategy to to LT																				
383	📅	TM - Transition ownership to HR																				
384																						
385	✓	<b>TM - Performance Management</b>																				
386	✓	TM - Draft high level PM Process																				
387	✓	TM - Develop revised PM review process - TMT																				
388	✓	TM - Develop revised PM review process - LT																				
389	✓	TM - Present detailed PM process for top 100+ Pilot to TMT																				
390	✓	TM - Present detailed PM process for top 100+ Pilot to LT																				

Project: TMT Project Plan v2  
Date: Wed 1/21/09

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***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** June 14, 2007

**Time:** 1:00 – 3:00

**Location:** Emergency Information Center

- I. Team Charter presentations**
- II. Team Communication – Team Member Involvement memo / wording**
- III. Team Staffing Updates / Responsibility Changes**
- IV. Personnel in “Acting” positions - Feedback to Roberto**
- V. Office Logistics**
  - **Project Team Space – 2<sup>nd</sup> Floor Art Museum**
  - **Computer hardware / software needs**
  - **Shared drive space**
  - **Portal update**
- VI. Team Training for NCDOT TMT staff**
- VII. Meeting Schedules & Expectations**
  - **TMT Meetings**
    - **Mondays 10:30 - Debriefing**
    - **Thursdays 1:00 - Project update reports that include recommendations / decisions**
  - **Sub-team meetings**
- VIII. Next Steps – Work plans developed**
  - **Including milestones and deliverables**

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** December 12, 2007  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

I.

**Administrative Notes**

**I.** Project Management Office Update

**II.** Team Updates / Status – Sub-team Team Leads

**III.** Communications –

**IV.** Project Plan Review – Updates needed from Team Leads

**V. Future Deliverable Reminders –**

- Dec. 17 – High-level Prioritization Process Rollout Plan – TMT – Strategic Planning
- Dec. 17 – Recruitment Proposal/Design final recommendation - Talent Management
- Dec. 17 – Revise Hiring Practices –Initial Strategy - Talent Management
- Dec 19 - High Level prioritization Process rollout plan to LT – Strategic Planning
- Dec. 31 – Define Talent Strategy - Final Recommendations and Deliverable Document to TMT — Talent Management
- Dec. 31 – Define and Improve Employee Value Proposition (EVP) – Talent Management
- **TBD – Draft Implementation Plan for Organization Changes to LT– Strategic Blueprint**



***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** December 3, 2007  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I. Organization Assessment Update – Strategic Blueprint
- II. TMT Training for “Top 40” Update – Communications

**Administrative Notes**

- I. Project Management Office Update
- II. Team Updates / Status – Sub-team Team Leads
- III. Communications –
- IV. Project Plan Review – Updates needed from Team Leads
- V. **Future Deliverable Reminders –**
  - **Dec 5 – Present Strategic Plan Objectives to LT – Strategic Planning**
  - **Dec 5 - Organization Assessment Survey to LT – Strategic Blueprint**
  - Dec 10 – Present SP&P Manual to TMT – Strategic Planning
  - Dec 17 - High Level prioritization Process rollout plan – Strategic Planning
  - **Dec 19 - High Level prioritization Process rollout plan to LT – Strategic Planning**
  - **TBD – Draft Implementation Plan for Organization Changes to LT– Strategic Blueprint**

# ***North Carolina Department of Transportation Transformation Management Team Project Update Meeting Agenda***

**Date:** November 26, 2007  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

## **Deliverables**

- I. Organization “Bottoms Up” Assessment Survey – Strategic Blueprint
- II. Present Initial Talent Strategy & Workforce Planning Concept to TMT – Talent Mgmt
- III. Employee Engagement Survey Implementation Strategy – Performance Metrics
- IV. Performance Targets for High-level Dashboard – Performance Metrics
- V. SP&P Manual Presentation to TMT – Strategic Planning
- VI. Present Strategic Plan Objectives to TMT – Strategic Planning
- VII. High Level Recruitment Proposal to TMT – Talent Management
- VIII. Employee Orientation Improvement Recommendations to TMT – Talent Mgmt
- IX. Employee “Classes” with Alternative PM processes to TMT – Talent Mgmt

## **Administrative Notes**

- I. Project Management Office Update
- II. Team Updates / Status – Sub-team Team Leads
- III. Communications –
- IV. Project Plan Review –
- V. **Future Deliverable Reminders –**
  - **Nov 20 – Present High Level Prioritization Process to LT – Strategic Planning**
  - **Nov 27 – Present Talent Strategy & Workforce Planning Concept to LT – Talent Mgmt**
  - **Nov 27 – Employee Orientation Improvement Recommendations to LT – Talent Mgmt**
  - **Nov 27 – High Level Recruitment Proposal to LT – Talent Management**
  - **Nov 27 – Performance Targets for High-level Dashboard to LT – Performance Metrics**
  - **Nov 28 – Present Strategic Plan Objectives to LT – Strategic Planning**
  - **Nov 28 - Organization Assessment Survey to LT – Strategic Blueprint**
  - **Nov 30 – Publish SP&P Manual on NCDOT web site – Strategic Planning**
  - **Nov 30 – Goal Setting for “Top 40” – Performance Metrics**
  - **Dec 4 – Employee “Classes” with Alternative PM processes to LT – Talent Mgmt**
  - **TBD – Draft Implementation Plan for Organization Changes to LT– Strategic Blueprint**

**Bold** font denotes deliverables and deliverable dates for the Leadership Team

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** November 13, 2007  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I. Complete List of Division & Branch Metrics (Top 42) – Performance Metrics
- II. Business Unit Definition – Performance Metrics
- III. Final Prioritization Process to TMT – Strategic Planning
- IV. Individual Action Plan Form Name – Talent Management

**Administrative Notes**

- I. Project Management Office Update
  - Transformation Pilot Training – November 19 - 20
- II. Team Updates / Status – Sub-team Team Leads
- III. Communications –
- IV. Project Plan Review –
- V. **Future Deliverable Reminders –**
  - **Nov 13 – Leadership Competencies Final Review to LT – Talent Management**
  - **Nov 13 – TMT Training for “Top 42” to LT – Project Office**
  - **Nov 13 – Communication Plan to LT (Q&A) – Communications Team**
  - **Nov 13 – Employee Engagement Survey follow-up w/ LT – Performance Metrics**
  - **Nov 14 - Complete List of Division & Branch Metrics (Top 42) to LT – Performance Metrics**
  - **Nov 14 – Business Unit Definition to LT – Performance Metrics**
  - Nov 16 – Define BU developing Strategic Plans - Strategic Planning
  - Nov 19 – Present Initial Talent Strategy & Workforce Planning Concept to TMT – Talent Mgmt
  - **Nov 20 – Present Talent Strategy & Workforce Planning Concept to LT – Talent Mgmt**
  - Nov 26 – Employee Engagement Survey Implementation Strategy – Performance Metrics
  - Nov 26 – Performance Targets for High-level Dashboard – Performance Metrics
  - Nov 26 – SP&P Manual Presentation to TMT – Strategic Planning
  - Nov 26 – Present Strategic Plan Objectives to TMT – Strategic Planning
  - Nov 26 – High Level Recruitment Proposal to TMT – Talent Management

**Font** denotes deliverables and deliverable dates for the Leadership Team

- Nov 26 – Employee Orientation Improvement Recommendations to TMT – Talent Mgmt
- Nov 26 – Employee “Classes” with Alternative PM processes to TMT – Talent Mgmt
- **Nov 27 – Employee Orientation Improvement Recommendations to LT – Talent Mgmt**
- **Nov 27 – High Level Recruitment Proposal to LT – Talent Management**
- **Nov 27 – Performance Targets for High-level Dashboard to LT – Performance Metrics**
- **Nov 28 – Present Strategic Plan Objectives to LT – Strategic Planning**
- Nov 30 – Publish SP&P Manual on NCDOT web site – Strategic Planning
- Nov 30 – Goal Setting for “Top 40” – Performance Metrics
- **Dec 4 – Employee “Classes” with Alternative PM processes to LT – Talent Mgmt**
- TBD – Full list of division, branch, unit metrics – Performance Metrics
- **TBD – Draft Implementation Plan for Organization Changes to LT– Strategic Blueprint**

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** November 5, 2007  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I. Mobility Pilot Recommendations Review – Strategic Blueprint
- II. Draft Action Plans – Strategic Planning
- III. Employee Engagement Survey – Performance Metrics
- IV. Executive Dashboard – Performance Metrics
- V. Leadership Competencies Final Review – Talent Management
- VI. TMT Training for “Top 42” – Project Office

**Administrative Notes**

- I. Project Management Office Update
  - Team Meeting Nov 13 discussion
- II. Team Updates / Status – Sub-team Team Leads
- III. Communications –
- IV. Project Plan Review –
- V. **Future Deliverable Reminders –**
  - **Nov 6 – Mobility Pilot plan to LT – Strategic Blueprint**
  - **Nov 6 – Communication Plan to LT (Q&A) – Communications Team**
  - **Nov 6 – Employee Engagement Survey follow-up w/ LT – Performance Metrics**
  - **Nov 7 – Leadership Competencies Final Review to LT – Talent Management**
  - **Nov 7 – TMT Training for “Top 42” to LT – Project Office**
  - Nov 7 – Strategic Planning & Prioritization Meeting w/ MPO Reps – Strategic Planning
  - Nov 13 – Complete List of Division & Branch Metrics (Top 42) – Performance Metrics
  - Nov 13 – Business Unit Definition – Performance Metrics
  - Nov 13 – Final Prioritization Process to TMT – Strategic Planning
  - Nov 13 – Process for dealing w/ Under Performers to TMT – Talent Management
  - Nov 13 – New Performance Management Policy to TMT – Talent Management
  - **Nov 14 - Complete List of Division & Branch Metrics (Top 42) to LT – Performance Metrics**
  - **Nov 14 – Business Unit Definition to LT – Performance Metrics**

**Bold** font denotes deliverables and deliverable dates for the Leadership Team

- **Nov 14 - Process for dealing w/ Under Performers to LT – Talent Management**
- **Nov 14 – New Performance Management Policy to LT – Talent Management**
- Nov 16 – Define BU developing Strategic Plans - Strategic Planning
- TBD – Full list of division, branch, unit metrics – Performance Metrics
- **TBD – Draft Implementation Plan for Organization Changes to LT– Strategic Blueprint**

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** October 29, 2007  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I. Draft Action Plans – Strategic Planning
- II. Employee Engagement

**Administrative Notes**

- I. Project Management Office Update
- II. Team Updates / Status – Sub-team Team Leads
- III. Communications –
- IV. Project Plan Review –
  - Plan to launch Strat Planning / Talent / Performance mgmt pilot (Top Mgmt training)
  - Plan to train / launch Strategic Prioritization Process (PPS&I) – Schedule needed
- V. **Future Deliverable Reminders –**
  - **Oct 30 – Mobility Pilot plan to LT – Strategic Blueprint**
  - **Oct 30 - Final TIP “Pilot” delivery models – Strategic Blueprint**
  - **Oct 30 - Draft Action Plans to LT – Strategic Planning**
  - **Oct 30 – Plan to launch Strat Planning / Talent / Performance mgmt pilot to LT**
  - **Oct 31 – White papers on NCSPA, NCRR to LT – Strategic Blueprint**
  - **Oct 31 – Business cases for Marketing Director, COO, IG to LT – Strategic Blueprint**
  - TBD – Full list of division, branch, unit metrics – Performance Metrics
  - **TBD – Draft Implementation Plan for Organization Changes to LT– Strategic Blueprint**
  - **TBD – MPO / RPO / Local Government outreach plan to LT – Strategic Planning**

**Bold** font denotes deliverables and deliverable dates for the Leadership Team

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** October 22, 2007  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I. Mobility Pilot plan – Strategic Blueprint

**Administrative Notes**

- I. Project Management Office Update

- Overview of Legislative Report

- II. Team Updates / Status – Sub-team Team Leads

- III. Communications –

- IV. Project Plan Review –

- Plan to launch Strat Planning / Talent / Performance mgmt pilot (Top Mgmt training)
- DOH Business Plan - Integration into annual Action Planning process
- Plan to train / launch Strategic Planning Process (PPS&I) – Schedule needed

- V. Future Deliverable Reminders –

- **Oct 23 – Detailed leadership planning process to LT – Talent Management**
  - **Includes “critical position” discussion**
- **Oct 23 – Detailed performance review process to LT – Talent Management**
  - **Includes task/engagement checklist to enable new talent mgmt. process**
- **Oct 24 - Final TIP “Pilot” delivery models – Strategic Blueprint**
- **Oct 24 – Plan to launch Strat Planning / Talent / Performance mgmt pilot to LT**
- **Oct 24 - “TMT in 6 Months” Review – Communications Team**
- **Oct 30 – Mobility Pilot plan to LT – Strategic Blueprint**

**Bold** font denotes deliverables and deliverable dates for the Leadership Team



- TBD – Full list of division, branch, unit metrics – Performance Metrics
- **TBD – Draft Implementation Plan for Organization Changes to LT– Strategic Blueprint**
- **TBD – MPO / RPO / Local Government outreach plan to LT – Strategic Planning**

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** October 15, 2007  
**Time:** 10:30 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I. Detailed performance review process – Talent Management

**Administrative Notes**

- I. Project Management Office Update

- Overview of Legislative Report
- “Draft” language to use on project documentation

- II. McKinsey Update

- III. Team Updates / Status – Sub-team Team Leads

- IV. Communications –

- V. Project Plan Review –

- Plan to launch Strat Planning / Talent / Performance mgmt pilot (Top Mgmt training (December)
- Status on Business Case Templates for Services

- VI. Future Deliverable Reminders –

- **Oct 16 - “TMT in 6 Months” Review – Communications Team**
- **Oct 16 - Strategic Planning Process rollout plan (manual) to LT – Strategic Planning**
- **Oct 16 - Business Unit Definition to LT– Strategic Planning**
- **Oct 16 – Business Unit Liaison discussion with LT – Strategic Planning**
- **Oct 17 – Detailed leadership planning process to LT – Talent Management**
  - **Includes “critical position” discussion**
- **Oct 17 – Detailed performance review process to LT – Talent Management**

**Bold** font denotes deliverables and deliverable dates for the Leadership Team

- Includes task/engagement checklist to enable new talent mgmt. process
- **Oct 17 – Plan to launch Strat Planning / Talent / Performance mgmt pilot to LT**
- Oct 22 – Mobility Pilot plan – Strategic Blueprint
- **Oct 23 - Final TIP “Pilot” delivery models – Strategic Blueprint**
- **Oct 30 – Mobility Pilot plan to LT – Strategic Blueprint**
- TBD – Full list of division, branch, unit metrics – Performance Metrics
- **TBD – Draft Implementation Plan for Organization Changes to LT– Strategic Blueprint**
- **TBD – MPO / RPO / Local Government outreach plan to LT – Strategic Planning**

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** October 8, 2007  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I. Detailed performance review process – Talent Management

**Administrative Notes**

- I. Project Management Office Update

- Overview of Legislative Report
- “Draft” language to use on project documentation

- II. McKinsey Update

- III. Team Updates / Status – Sub-team Team Leads

- IV. Communications –

- V. Project Plan Review –

- Plan to launch Strat Planning / Talent / Performance mgmt pilot (Top Mgmt training (December)
- Status on Business Case Templates for Services

- VI. Future Deliverable Reminders –

- **Oct 16 - “TMT in 6 Months” Review – Communications Team**
- **Oct 16 - Strategic Planning Process rollout plan (manual) to LT – Strategic Planning**
- **Oct 16 - Business Unit Definition to LT– Strategic Planning**
- **Oct 16 – Business Unit Liaison discussion with LT – Strategic Planning**
- **Oct 17 – Detailed leadership planning process to LT – Talent Management**
  - **Includes “critical position” discussion**
- **Oct 17 – Detailed performance review process to LT – Talent Management**

**Bold** font denotes deliverables and deliverable dates for the Leadership Team

- Includes task/engagement checklist to enable new talent mgmt. process
- **Oct 17 – Plan to launch Strat Planning / Talent / Performance mgmt pilot to LT**
- Oct 22 – Mobility Pilot plan – Strategic Blueprint
- **Oct 23 - Final TIP “Pilot” delivery models – Strategic Blueprint**
- **Oct 30 – Mobility Pilot plan to LT – Strategic Blueprint**
- TBD – Full list of division, branch, unit metrics – Performance Metrics
- **TBD – Draft Implementation Plan for Organization Changes to LT– Strategic Blueprint**
- **TBD – MPO / RPO / Local Government outreach plan to LT – Strategic Planning**

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** October 4, 2007

**Time:** 2:30 – 4:00 PM

**Location:** Emergency Information Center

**Deliverables**

- I. Bridge Program Update – Strategic Blueprint
- II. Orientation Info

**Administrative Notes**

- I. Project Management Office Update
- II. McKinsey Update

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** October 1, 2007  
**Time:** 10:30 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I. Detailed leadership planning process – Talent Management
- II. Detailed performance review process – Talent Management
- III. List of key stakeholders to facilitate introduction of new talent mgmt. Process – Talent Mgmt
- IV. Task/engagement checklist to enable new talent mgmt. Process – Talent Mgmt
- V. Operations Performance Targets for NCDOT high-level dashboard - Performance Metrics
- VI. Communications Plan Update – Communications Team

**Administrative Notes**

- I. Project Management Office Update
- II. McKinsey Update
- III. Team Updates / Status – Sub-team Team Leads
- IV. Communications – Good News & Buzz
- V. Project Plan Review –
  - TBD - Integration of TM / PM / SP components for Top Manager training (December)
  - Status on Business Case Templates for Services
- VI. Future Deliverable Reminders –
  - **Oct 2 – Organizational effectiveness / efficiency objective to LT – Strategic Blueprint**
  - **Oct 2 – Detailed leadership planning process to LT – Talent Management**
  - **Oct 2 – Detailed performance review process to LT – Talent Management**
  - **Oct 2 – Operations Perf. Targets for high-level dashboard to LT - Perf Metrics**

**Bold** font denotes deliverables and deliverable dates for the Leadership Team

- Oct 8 – Strategic Planning Process rollout plan – Strategic Planning
- **Oct 9 – Discuss PPS&I “Pilots” with LT – Strategic Blueprint**
  - **List of recommended PPS&I “Pilots”**
  - **Proposed processes to develop the “Pilots”**
  - **Brief explanation about what we hope to learn from the “Pilots”**
  - **(Note) Invite Debbie Barbour, Jon Nance, Greg Thorpe & Art McMillan**
- **Oct 10 – Plan to launch Talent / Performance mgmt pilot to LT – Talent Mgmt. / Perf Metrics**
- TBD – Full list of division, branch, unit metrics – Performance Metrics
- TBD – **TBD – Full list of division, branch, unit metrics to LT – Performance Metrics**
- **TBD – Draft Implementation Plan for Organization Changes to LT– Strategic Blueprint**
- **TBD – MPO / RPO / Local Government outreach plan to LT – Strategic Planning**



***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** September 30, 2007  
**Time:** 10:30 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I.** Agency Values – Talent Management
- II.** List of key stakeholders to facilitate introduction of metrics based mgmt – Performance Metrics
- III.** Task/engagement checklist to enable performance metric planning – Performance Metrics

**Administrative Notes**

- I.** Project Management Office Update
- II.** McKinsey Update
- III.** Team Updates / Status – Sub-team Team Leads
- IV.** Communications – Good News & Buzz
- V.** Project Plan Review –
  - 9/24/07 1:30 - Integration of TM / PM / SP components for Top Manager training (December)
  - Status on Business Case Templates for Services
- VI.** Future Deliverable Reminders –
  - Oct 1 – Detailed leadership planning process – Talent Management
  - Oct 1 – Detailed performance review process – Talent Management
  - Oct 1 - List of key stakeholders to facilitate introduction of new talent mgmt. Process – Talent Mgmt
  - Oct 1 - Task/engagement checklist to enable new talent mgmt. Process – Talent Mgmt
  - Oct 1 – Operations Performance Targets for NCDOT high-level dashboard - Performance Metrics

**Bold** font denotes deliverables and deliverable dates for the Leadership Team

- **Oct 2 – Discuss PPS&I “Pilots” with LT – Strategic Blueprint**
  - **List of recommended PPS&I “Pilots”**
  - **Proposed processes to develop the “Pilots”**
  - **Brief explanation about what we hope to learn from the “Pilots”**
  - **(Note) Invite Debbie Barbour, Jon Nance, Greg Thorpe & Art McMillan**
- **Oct 2 – Detailed leadership planning process to LT – Talent Management**
- **Oct 3 – Detailed performance review process to LT – Talent Management**
- **Oct 3 – Operations Perf. Targets for NCDOT high-level dashboard to LT - Perf Metrics**
- **TBD – Full list of division, branch, unit metrics – Performance Metrics**
- **TBD – Plan to launch Talent / Performance management pilot – Talent Mgmt. / Perf Metrics**
- **TBD – Full list of division, branch, unit metrics to LT – Performance Metrics**
- **TBD – Draft Implementation Plan for Organization Changes to LT– Strategic Blueprint**
- **TBD – MPO / RPO / Local Government outreach plan to LT – Strategic Planning**

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** September 24, 2007  
**Time:** 10:30 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I.** Agency Values – Talent Management
- II.** List of key stakeholders to facilitate introduction of metrics based mgmt – Performance Metrics
- III.** Task/engagement checklist to enable performance metric planning – Performance Metrics

**Administrative Notes**

- I.** Project Management Office Update
- II.** McKinsey Update
- III.** Team Updates / Status – Sub-team Team Leads
- IV.** Communications – Good News & Buzz
- V.** Project Plan Review –
  - 9/24/07 1:30 - Integration of TM / PM / SP components for Top Manager training (December)
  - Status on Business Case Templates for Services
- VI.** Future Deliverable Reminders –
  - Oct 1 – Detailed leadership planning process – Talent Management
  - Oct 1 – Detailed performance review process – Talent Management
  - Oct 1 - List of key stakeholders to facilitate introduction of new talent mgmt. Process – Talent Mgmt
  - Oct 1 - Task/engagement checklist to enable new talent mgmt. Process – Talent Mgmt
  - Oct 1 – Operations Performance Targets for NCDOT high-level dashboard - Performance Metrics

**Bold** font denotes deliverables and deliverable dates for the Leadership Team

- **Oct 2 – Discuss PPS&I “Pilots” with LT – Strategic Blueprint**
  - **List of recommended PPS&I “Pilots”**
  - **Proposed processes to develop the “Pilots”**
  - **Brief explanation about what we hope to learn from the “Pilots”**
  - **(Note) Invite Debbie Barbour, Jon Nance, Greg Thorpe & Art McMillan**
- **Oct 2 – Detailed leadership planning process to LT – Talent Management**
- **Oct 3 – Detailed performance review process to LT – Talent Management**
- **Oct 3 – Operations Perf. Targets for NCDOT high-level dashboard to LT - Perf Metrics**
- **TBD – Full list of division, branch, unit metrics – Performance Metrics**
- **TBD – Plan to launch Talent / Performance management pilot – Talent Mgmt. / Perf Metrics**
- **TBD – Full list of division, branch, unit metrics to LT – Performance Metrics**
- **TBD – Draft Implementation Plan for Organization Changes to LT– Strategic Blueprint**
- **TBD – MPO / RPO / Local Government outreach plan to LT – Strategic Planning**

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** September 20, 2007  
**Time:** 2:30 – 4:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I.** List of PPS&I “Pilots” – Strategic Blueprint
- II.** List / Schedule for multi-level Performance Reviews – Performance Metrics
- III.** Performance targets for NCDOT high-level dashboard metrics – Performance Metrics
- IV.** Long-term Prioritization Approach – Strategic Planning

**Administrative Notes**

- I.** Project Management Office Update
- II.** McKinsey Update
  - Weekly team meetings (Will, Scott)
- III.** Team Updates / Status – Sub-team Team Leads
- IV.** Communications – Good News & Buzz
- V.** Project Plan Review –
  - 9/24/07 1:30 - Integration of TM / PM / SP components for Top Manager training (December)
  - Status on Business Case Templates for Services
- VI.** Future Deliverable Reminders –
  - **Sept 18 – High level approach to PM Review Process to LT– Talent Management**
  - **Sept 18 – Performance Dashboard Update to LT – Performance Metrics**
  - **Sept 18 – Prioritization Detail – Strategic Planning**
  - **Sept 18 – McKinsey Transformation Leadership Training discussion – Mike Kerlin**
  - **Sept 19 - High level approach to strategic planning skill building – Strategic Planning (handout)**

**Bold** font denotes deliverables and deliverable dates for the Leadership Team

- Sept 24 – Full list of division, branch, unit metrics – Performance Metrics
- Sept 24 – List of key stakeholders to facilitate intro of metrics based mgmt – Perf Metrics
- Sept 24 – Task/engagement checklist to enable performance metric planning – Perf Metrics
- Sept 24 – Plan to launch Performance management pilot – Performance Metrics
- **Sept 25 – Discuss PPS&I “Pilots” with LT – Strategic Blueprint**
  - **List of recommended PPS&I “Pilots”**
  - **Proposed processes to develop the “Pilots”**
  - **Brief explanation about what we hope to learn from the “Pilots”**
  - **(Note) Invite Debbie Barbour, Jon Nance, Greg Thorpe & Art McMillan**
- **Sept. 26– Full list of division, branch, unit metrics to LT – Performance Metrics**
- **Sept 26– Performance Targets for NCDOT high-level dashboard metrics to LT - Perf Metrics**
- **TBD – MPO / RPO / Local Government outreach plan – Strategic Planning**

**North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda**

**Date:** September 17, 2007  
**Time:** 10:30 – 12:00 AM  
**Location:** Emergency Information Center

**Deliverables**

- I.** List of PPS&I “Pilots” – Strategic Blueprint
- II.** List / Schedule for multi-level Performance Reviews – Performance Metrics
- III.** Performance targets for NCDOT high-level dashboard metrics – Performance Metrics

**Administrative Notes**

- I.** Project Management Office Update
- II.** McKinsey Update
  - Weekly team meetings (Will, Scott)
- III.** Team Updates / Status – Sub-team Team Leads
- IV.** Communications – Good News & Buzz
- V.** Project Plan Review –
  - TBD - Integration of TM / PM / SP components for Top Manager training (December)
- VI.** Future Deliverable Reminders –
  - **Sept 18 – High level approach to PM Review Process to LT– Talent Management**
  - **Sept 18 – Performance Dashboard Update – Performance Metrics**
  - ~~**Sept 19 – Process for collect ext. inputs to Strategic Planning Process to LT– Strategic Plan**~~
  - **TBD – MPO / RPO / Local Government outreach plan – Strategic Planning**
  - **Sept 19 - High level approach to strategic planning skill building – Strategic Planning**

- **Sept 25 – Discuss PPS&I “Pilots” with LT – Strategic Blueprint**
  - **List of recommended PPS&I “Pilots”**
  - **Proposed processes to develop the “Pilots”**
  - **Brief explanation about what we hope to learn from the “Pilots”**
  - **(Note) Invite Debbie Barbour, Jon Nance, Greg Thorpe & Art McMillan**



***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** September 12, 2007  
**Time:** 9:00 – 11:00 AM  
**Location:** Emergency Information Center

**Deliverables**

- I.** High level approach to strategic planning skill building – Strategic Planning
- II.** Process for collecting ext. & internal inputs to Strategic Planning Process – Strategic Plan

**Administrative Notes**

- I.** Project Management Office Update
- II.** McKinsey sub-team support
  - Weekly team meetings (Will, Scott)
  - Identification of specific resource needs (experts, tools, etc.)
- III.** Team Updates / Status – Sub-team Team Leads
- IV.** Communications – Good News & Buzz
- V.** Project Plan Review –
  - TBD - Integration of TM / PM / SP components for Top Manager training (December)
- VI.** Future Deliverable Reminders –
  - **Sept 12 – (LT Dealer’s Choice) - Strategic Blueprint**
    - **Funding sub-team – Funding alternatives update, Scenario analysis (Secondary system devolvment impact to TIP, impact to county)**
  - Sept 17 – List of PPS&I “Pilots” – Strategic Blueprint
  - Sept 17 – List / Schedule for multi-level Performance Reviews – Performance Metrics
  - Sept 17 – Performance targets for NCDOT high-level dashboard metrics – Performance Metrics
  - **Sept 19 - Process for collect ext. & int. inputs to Strat. Planning Process to LT – Strategic Plan**
  - **Sept 19 – High level approach to PM Review Process to LT– Talent Management**

**Bold** font denotes deliverables and deliverable dates for the Leadership Team

- **Sept 19 – MPO / RPO / Local Government outreach plan – Strategic Planning**
- **Sept 19 - High level approach to strategic planning skill building – Strategic Planning**
- **Sept 25 – Discuss PPS&I “Pilots” with LT – Strategic Blueprint**
  - **List of recommended PPS&I “Pilots”**
  - **Proposed processes to develop the “Pilots”**
  - **Brief explanation about what we hope to learn from the “Pilots”**
  - **(Note) Invite Debbie Barbour, Jon Nance, Greg Thorpe & Art McMillan**

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** September 12, 2007  
**Time:** 9:00 – 11:00 AM  
**Location:** Emergency Information Center

**Deliverables**

- I.** High level approach to strategic planning skill building – Strategic Planning
- II.** Process for collecting ext. & internal inputs to Strategic Planning Process – Strategic Plan

**Administrative Notes**

- I.** Project Management Office Update
- II.** Team Updates / Status – Sub-team Team Leads
- III.** Communications – Good News & Buzz
- IV.** Executive Committee Meeting (9/11/07)
  - Talent Management White Papers – Talent Management
  - Organization work stream (TBD) – Strategic Blueprint
  - Detailed Strategic Planning Timeline – Strategic Planning
  - Strategic Planning Business Case Templates – Strategic Planning
- V.** Project Plan Review –
  - 9/12/07 Schedule for outsourcing / devolvment analysis - Strategic Blueprint
  - 9/12/07 - Integration of TM / PM / SP components for Top Manager training (December)
- VI.** Future Deliverable Reminders –
  - **Sept 11 – Draft list of Division & Branch level metrics to LT – Performance Metrics**
  - **Sept 11 – Summit Debrief with LT**

- **Sept 11 – (LT Pre-read Material for Sept 18 Meeting) – Strategic Blueprint**
  - **List of recommended PPS&I “Pilots”**
  - **Proposed processes to develop the “Pilots”**
  - **Brief explanation about what we hope to learn from the “Pilots”**
- **Sept 12 – (LT Dealer’s Choice) - Strategic Blueprint**
  - **Organization sub-team – Plan for three level org review approach (Strategic, Effectiveness, and Efficiencies) Note: including**
  - **Funding sub-team – Funding alternatives update, Scenario analysis (Secondary system devolvment impact to TIP, impact to county)**
- **Sept 17 – List of PPS&I “Pilots” – Strategic Blueprint**
- **Sept 17 – List / Schedule for multi-level Performance Reviews – Performance Metrics**
- **Sept 17 – Performance targets for NCDOT high-level dashboard metrics – Performance Metrics**
- **Sept 18 – Discuss PPS&I “Pilots” with LT – Strategic Blueprint**
  - **List of recommended PPS&I “Pilots”**
  - **Proposed processes to develop the “Pilots”**
  - **Brief explanation about what we hope to learn from the “Pilots”**

**(Note) Invite Debbie Barbour, Jon Nance, Greg Thorpe & Art McMillan**
- **Sept 19 - Process for collect ext. & int. inputs to Strat. Planning Process to LT – Strategic Plan**
- **Sept 19 – High level approach to PM Review Process to LT– Talent Management**
- **Sept 19 – MPO / RPO / Local Government outreach plan – Strategic Planning**
- **Sept 19 - High level approach to strategic planning skill building – Strategic Planning**

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** September 4, 2007  
**Time:** 10:00 – 11:30 AM  
**Location:** Emergency Information Center

**Deliverables**

- I.** Performance Metrics presentation for the Operations Staff Meeting – Performance Metrics
- II.** High level approach to Performance Management review process – Talent Management

**Administrative Notes**

- I.** Project Management Office Update
- II.** Team Updates / Status – Sub-team Team Leads
- III.** Communications – Good News & Buzz?
- IV.** Project Plan Review –
  - Schedule for outsourcing / devolvment analysis - Strategic Blueprint
  - Integration of TM / PM / SP components for Top Manager training (December)
- V.** Future Deliverable Reminders –
  - Sept 10 – High level approach to strategic planning skill building – Strategic Planning
  - Sept 10 – Process for collecting ext. & internal inputs to Strategic Planning Process – Strategic Plan
  - **Sept 11 – Draft list of Division & Branch level metrics to LT – Performance Metrics**
  - **Sept 11 - Process for collect ext. & int. inputs to Strat. Planning Process to LT – Strategic Plan**
  - **Sept 11 – High level approach to PM Review Process to LT– Talent Management**
  - Sept 17 – List of “Near Term” Priorities – Strategic Blueprint
  - Sept 17 – List / Schedule for multi-level Performance Reviews – Performance Metrics
  - Sept 17 – Performance targets for NCDOT high-level dashboard metrics – Performance Metrics
  - **Sept 18 – List of “Near Term” Priorities to LT – Strategic Blueprint**

**Bold** font denotes deliverables and deliverable dates for the Leadership Team

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** August 27, 2007  
**Time:** 10:30 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I.** Business case templates to be used during process – Strategic Planning

**Administrative Notes**

- I.** Project Management Office Update
- II.** Executive Committee Involvement - Additional Resources
- Talent Management (OSP staff update)
  - Performance Metrics
  - Strategic Planning – Management Training Meeting
- III.** Team Updates / Status – Sub-team Team Leads
- IV.** Communications – Good News & Buzz?
- V.** Leadership Team Meeting Prep –
- Deliver copies of deliverable to LT following the TMT meeting
- VI.** Project Plan Review
- VII.** Future Deliverable Reminders –
- **Aug 28 - “Business case” templates to be used during process to LT – Strategic Planning**
  - **Aug 28 - Sample organizational chart for strategic planning office to LT – Strategic Planning**
  - **Aug 28 - Job descriptions for office staff to LT – Strategic Planning**
  - **Sept 4 – High level approach to strategic planning skill building (Summit) – Strategic Planning**

**Bold** font denotes deliverables and deliverable dates for the Leadership Team

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** August 20, 2007  
**Time:** 10:30 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I.** Perspective on new funding opportunities – Strategic Blueprint
- II.** Sample organizational chart for strategic planning office – Strategic Planning
- III.** Job descriptions for SPOT staff – Strategic Planning

**Administrative Notes**

- I.** Project Management Office Update
- II.** Additional Resources Concept
- III.** Questionnaire
- IV.** Team Updates / Status – Sub-team Team Leads
- V.** Communications – Good News & Buzz?
- VI.** Future Deliverable Reminders – (Schedule alignment meeting today 1:00 pm)
  - **Aug 21 - Perspective on new funding opportunities to LT – Strat Blueprint**
  - Aug 27 - “Business case” templates to be used during process – Strat Planning
  - Aug 27 - List of activities/services outside of scope and corresponding recommendations for changes to state law/policy (**Note** – For discussion with SB Team)
  - **Aug 28 - “Business case” templates to be used during process to LT – Strat Planning**
  - **Aug 28 - Sample organizational chart for strategic planning office to LT – Strat Planning**
  - **Aug 28 - Job descriptions for office staff to LT – Strat Planning**

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** August 16, 2007  
**Time:** 2:30 – 4:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I.** Perspective on new funding opportunities – Strat Blueprint

**Administrative Notes**

- I.** Project Management Office Update
- II.** Team Updates / Status – Sub-team Team Leads
- III.** Communications – Good News & Buzz?
- IV.** Future Deliverable Reminders -
- Aug 20 - Sample organizational chart for strategic planning office – Strat Planning
  - Aug 20 - Job descriptions for office staff with recom for staffing new office – Strat Planning
  - **Aug 21 - Perspective on new funding opportunities to LT – Strat Blueprint**
  - Aug 23 - “Business case” templates to be used during process – Strat Planning



***North Carolina Department of Transportation  
Transformation Management Team  
IT Assessment Kickoff Meeting Agenda***

**Date:** November 13, 2007  
**Time:** 4:00 - 5:00 PM  
**Location:** Emergency Information Center

**Agenda**

- I.** Purpose of the Initiative
- II.** Team Member Identification
  - Roles
  - Responsibilities
- III.** Proposed Approach
  - Effectiveness –
  - Efficiencies -
- IV.** Schedule
- V.** Deliverables / Expectations

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** August 9, 2007  
**Time:** 1:00 – 3:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I.** Draft list of division & branch-level metrics – Performance Metrics

**Administrative Notes**

- I.** Project Management Office Update

- Legislative Report Update
- TMT
  - McKinsey Role (Sept. / Oct.)
  - 12 Month Calendar Review

- II.** Team Updates / Status – Sub-team Team Leads

- III.** Communications – Good News & Buzz?

- IV.** Future Deliverable Reminders -

- Aug 13 - Listing of near term priorities (projects/programs/services) – Strat Blueprint
- **Aug 14 – Detailed calendar & process flow for 3 cycles of plan process to LT – Strat Planning**
- Aug 16 – Perspectives on funding changes (equity & other dist. formulas) – Strat Blueprint
- Aug 16 – Perspective on new funding opportunities – Strat Blueprint

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** August 6, 2007  
**Time:** 10:30 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I.** Stakeholder management plan with assoc. calendar for new planning process – Strat Planning
- II.** Framework to clarify decision makers at each stage of the planning process – Strat Planning

**Administrative Notes**

- I.** Team Updates / Status – Sub-team Team Leads
- II.** Communications – Good News & Buzz?
- III.** Future Deliverable Reminders -
  - Aug 7 - Executive Committee Involvement & Presentations
    - High Level Strategic Planning Process
    - High Level Talent Management
    - Prioritization Criteria
  - **Aug 7 – Criteria, sub-criteria & weighting system for near term prior to LT – Strat Blueprint**
  - **Aug 7 - Talent management policy recommendation white papers to LT – Talent Management**
  - **Aug 7 - High-level recommendations on organizational re-alignment to LT – Strat Blueprint**
  - Aug 9 - Draft list of division & branch-level metrics – Performance Metrics
  - Aug 13 - Listing of near term priorities (projects/programs/services) – Strat Blueprint
  - **Aug 14 – Detailed calendar & process flow for 3 cycles of plan process to LT – Strat Planning**
  - Aug 16 – Perspectives on funding changes (equity & other dist. formulas) – Strat Blueprint
  - Aug 16 – Perspective on new funding opportunities – Strat Blueprint

**Bold** font denotes deliverables and deliverable dates for the Leadership Team

**North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda**

**Date:** August 2, 2007  
**Time:** 1:00 – 3:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I.** Talent Management policy recommendation white papers – Talent Management

**Administrative Notes**

- I.** Team Updates / Status – Sub-team Team Leads
- II.** Executive Committee Involvement & Presentations - Tuesday 8/06/07 (**For Discussion**)
- Scoping Methodology
  - High Level Strategic Planning Process
  - High Level Talent Management
  - Prioritization Criteria
- III.** Office Logistics – Phones
- IV.** Communications – Good News & Buzz?
- V.** Future Deliverable Reminders -
- Aug 6 - Stakeholder mgmt. plan with assoc. calendar for new plan process – Strat Planning
  - Aug 6 - Framework for decision makers at each stage of the plan process – Strat Planning
  - **Aug 7 - Talent management policy recommendation white papers to LT – Talent Management**
  - **Aug 7 - High-level recommendations on organizational re-alignment to LT – Strat Blueprint**
  - Aug 9 - Draft list of division & branch-level metrics – Performance Metrics

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** July 9, 2007

**Time:** 10:30 – 11:30

**Location:** Emergency Information Center

**I. Vision & Goals Proposed Changes – Performance Metrics Team**

- Reordering
- “Last Longer” vs “Preserve Health”

**II. Core Communications**

**III. Communication Updates**

- Logistics
- Communication Plan
- Upcoming Meetings
- Team building “event ” vote

**IV. “Milestone” calendar of sub-team topics**

**V. Sub-team interdependencies for validation**

**VI. “Quick Wins”**

**VII. Office Logistics**

- Project Update Template Revisions
- Office space discussion
- McKinsey network access

**VIII. Reminders -**

-

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** July 30, 2007  
**Time:** 10:30 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I.** Detailed calendar & process flow for the three cycles of planning process – Strat Planning

**Administrative Notes**

- I.** Leadership Team to brief the TMT - NCDOT Challenge and Vision
- II.** Team Updates / Status – Sub-team Team Leads
- III.** Office Logistics – Phones
- IV.** Communications – 1-4 PM Session Today, Good News & Buzz?
- V.** Future Deliverable Reminders -
- **July 31 – Criteria & Next Steps for near-term priorities to LT**
  - Aug 2 – Talent Management policy recommendation white papers – Talent Management
  - Aug 6 - Stakeholder mgmt. plan with assoc. calendar for new plan process – Strat Planning
  - Aug 6 - Framework for decision makers at each stage of the plan process – Strat Planning
  - **Aug 7 - Talent management policy recommendation white papers to LT – Talent Management**
  - **Aug 7 - High-level recommendations on organizational re-alignment to LT – Strat Blueprint**
  - Aug 9 - Draft list of division & branch-level metrics – Performance Metrics

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** July 23, 2007  
**Time:** 10:30 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I.** Criteria, sub-criteria & weighting system for near-term STIP – Strategic Blueprint

**Administrative Notes**

- I.** Team Updates / Status – Sub-team Team Leads
- II.** TMT Training July 23<sup>rd</sup> – Strategic communications planning for each sub-team - Amanda
- III.** TMT invitation to the Executive Committee “Best Practices” meetings
- IV.** Office Logistics – Phones
- V.** Future Deliverable Reminders -
- **July 24 - High level overview of proposed strategic planning process to LT**
  - **July 24 - Talent management gap analysis and high-level recommendations to LT**
  - July 26 – DOH central and division level metrics – Performance Metrics
  - July 30 – Detailed calendar & process flow for the three cycles of planning process – Strat Planning
  - **July 31 - Criteria, sub-criteria & weighting system for near-term STIP to LT**
  - Aug 2 – Talent Management policy recommendation white papers – Talent Management

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** July 19, 2007  
**Time:** 1:00 – 2:30 PM  
**Location:** Emergency Information Center

**Deliverables**

- I.** Talent management gap analysis and high-level recommendations – Talent Management Team

**Administrative Notes**

- I.** Team Updates / Status – SubTeam Team Leads
- II.** Chain of Command & Presentation Process - Roberto
- III.** 12 Month Calendar & Work Plans - Amanda
- IV.** TMT Training July 23<sup>rd</sup> – Strategic communications planning for each sub-team - Amanda
- V.** TMT invitation to the Executive Committee “Best Practices” meetings
- VI.** Office Logistics – Calendar and Portal Details - Kelly
- VII.** Future Deliverable Reminders -
- July 23 – Criteria and weighting system for near-term STIP – Strategic Blueprint
  - July 23 – Maintenance project prioritization – Strategic Blueprint
  - **July 24 - High level overview of proposed strategic planning process to LT**
  - **July 24 - Talent management gap analysis and high-level recommendations to LT**
  - July 26 – DOH central and division level metrics – Performance Metrics



***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** July 16, 2007  
**Time:** 9:30 – 12:00 (break for lunch)  
1:00 – 3:00  
**Location:** Emergency Information Center

**Deliverables**

- I.** Performance metrics dashboard review - Performance Metrics Team
- II.** Criteria for defining NCDOT scope of activities - Strategic Blueprint Team
- III.** High level overview of proposed strategic planning process – Strategic Planning Team
- IV.** Draft communications plan – Communications Team

**Administrative Notes**

- I.** Team Updates / Status
- II.** TMT Training July 23<sup>rd</sup> – Strategic communications planning for each sub-team
- III.** TMT invitation to the Executive Committee “Best Practices” meetings
- IV.** Office Logistics – (1) color printing needs (2) appliance donations
- V.** Future Deliverable Reminders -
  - **July 17 - Criteria for defining NCDOT scope of activities to LT**
  - **July 17 - Performance metrics dashboard review to LT**
  - July 19 – Talent management gap analysis and high-level recommendations
  - July 23 – Criteria and weighting system for near-term STIP – Strategic Blueprint
  - July 23 – Maintenance project prioritization – Strategic Blueprint
  - **July 24 - High level overview of proposed strategic planning process to LT**
  - **July 24 - Talent management gap analysis and high-level recommendations to LT**
  - July 26 – DOH central and division level metrics – Performance Metrics

**Bold** font denotes deliverables and deliverable dates for the Leadership Team

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** July 12, 2007

**Time:** 1:00 – 3:00

**Location:** Emergency Information Center

- I. Performance Metrics Dashboard Review - Performance Metrics Team**
- II. Criteria for Defining NCDOT Scope of Activities**
- III. Team Updates / Status**
- IV. Communication Updates**
- V. McKinsey Update**
- VI. Office Logistics -**
- VII. Reminders -**
  -

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** July 26, 2007  
**Time:** 1:00 – 3:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I.** DOH central and Division Level metrics – Performance Metrics Team

**Administrative Notes**

- I.** NCDOT Challenge and Vision (prep for LT update on 7/30/07)
- II.** Team Updates / Status – Sub-team Team Leads
- III.** Communication Update
- IV.** Executive Committee meeting proposals
- V.** TMT Training July 30th – Strategic communications planning for each sub-team – Part II
- 6 & 12 Month Plan
- VI.** Office Logistics – Phones
- VII. Future Deliverable Reminders -**
- July 30 – Detailed calendar & process flow for the three cycles of planning process – Strat Planning
  - **July 31 - Criteria, sub-criteria & weighting system for near-term STIP to LT**
  - **Aug 1 – Talent Management Gap Analysis - BOT Update**
  - Aug 2 – Talent Management policy recommendation white papers – Talent Management

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** June 28, 2007

**Time:** 1:00 – 3:00

**Location:** Emergency Information Center

- I. Vision & Goals Update – Strategic Blueprint Team**
- II. Value Tree Review - Performance Metrics Team**
- III. Team Updates / Status**
- IV. Communication Updates**
- V. Demographics / Division Focus Groups**
- VI. Diversity of Vision / Plan**
- VII. McKinsey Update**
- VIII. Office Logistics - Office space discussion**
- IX. Reminders -**
  - **Team Schedule - next week**
  - **Other DOT Best Practices**

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** June 21, 2007

**Time:** 1:30 – 3:00

**Location:** Emergency Information Center

**I. Managing Project Documentation**

- Confidentiality of recommendations
- Freedom of Information (include draft language note)
- All formal communication through Kelly

**II. Team Mindset**

- Creativity / persistence when dealing with resistance from others
- Multi-phase approach to accomplish recommendations

**III. Team Communication Updates**

- Team Calendar and Schedules

**IV. Build on existing work / effort**

- Strategic Plan
- Multiple recommendations
- Consider integration with NCTA, GTP, NCPA & NC Railroad

**V. Interviewing / Design Meetings**

- Consider people that bring a different perspective to the issue (Lori Kroll, etc.)
- Use survey results to validate major opportunity areas

**VI. Office Logistics**

- Team staffing updates
- Project Team Space – 2<sup>nd</sup> Floor Art Museum

- **Computer hardware / software needs**
- **Shared drive space**

**VII. McKinsey Update –**

- **Training**

**VIII. Reminders -**

- **Branding / Name ideas**

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** June 18, 2007

**Time:** 10:30 – 12:00

**Location:** Room 117

**I. Team Staffing Updates**

**II. Team Communication Updates**

- TMT Project Team Communication (Secretary Tippet)
- TMT Team Member voice mail message
- Elevator Speech

**III. Team Learning Framework**

**IV. Office Logistics**

- Project Team Space – 2<sup>nd</sup> Floor Art Museum
- Computer hardware / software needs
- Shared drive space
- Parking Spaces

**V. Next Steps – Work plans developed**

- Thursday – Work Plan (including schedule and deliverables)

**VI. Reminders -**

- “Acting” position discussions this week
- Sub-team meetings

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** December 17, 2007  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I. Strategic Planning Vision – Strategic Planning
- II. Organization Assessment “Bottoms Up” Update – Strategic Blueprint
- III. Field Offices Q&A Strategy – Communications Team
- IV. Recruitment Proposal/Design final recommendation - Talent Management
- V. Revise Hiring Practices –Initial Strategy - Talent Management

**Administrative Notes**

- I. Project Management Office Update
- II. Team Updates / Status – Sub-team Team Leads
- III. Communications –
- IV. Project Plan Review – Updates needed from Team Leads
- V. **Future Deliverable Reminders –**
  - 
  - **Dec 18 – No LT Meeting (Top 40 Training)**
  - **Dec 19 - Recruitment Proposal/Design recommendations to LT - Talent Management**
  - **Dec 19 – Marketing Directory strategy discussion with LT – Strategic Blueprint**
  - Dec. 31 – Talent Strategy Final Recommendations to TMT — Talent Management
  - Dec. 31 – Define and Improve Employee Value Proposition (EVP) – Talent Management
  - Dec 31 – Bridge Funding Analysis to TMT – Strategic Blueprint
  - **TBD – Draft Implementation Plan for Organization Changes to LT– Strategic Blueprint**



***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** January 7, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I. Dashboard Update TMT – Performance Metrics
- II. Talent Strategy & Workforce Planning Final Recommendations to TMT — Talent Management
- III. Office of Inspector General – Strategic Blueprint
- IV. Top 42 – Course Evaluation – Aurea Hernandez

**Administrative Notes**

- I. Project Management Office Update
- II. Team Updates / Status – Sub-team Team Leads
- III. Communications –
- IV. Project Plan Review –
- V. Future Deliverable Reminders –
  - **Jan 8 – Operations Staff Meeting Updates**
    - **MPO Leader Outreach and SPOT Manager – Joey Hopkins (5)**
    - **Prioritization – Joey Hopkins (5)**
    - **Q & A with Secretary Tippet – Kelly Damron (5)**
    - **Employee Engagement Survey – Jeff Roerden (5)**
    - **TIP and Bridge Workstreams – Terry Gibson (30)**
    - **Additional Workstreams – Mark Tyler (5)**
    - **Results-Based Performance Management – Stephanie King & Teresa Pergerson (10)**
  - **Jan 10 – Talent Strategy Final Recommendation to LT – Talent Management**
  - **Jan 10 – Define and Improve Employee Value Proposition – Talent Management**
  - **Jan 10 – Dashboard Update to LT – Performance Metrics**
  - **Jan 10 – Office of Inspector General to LT – Strategic Blueprint**
  - **Jan 14 – Define and Improve Employee Value Proposition (EVP) – Talent Management**
  - **Jan 14 – Define cluster of classes for alternate PM process to TMT – Talent Management**
  - **Jan 15 – Present Final SPAN Outline to LT – Strategic Planning**

**Font** denotes deliverables and deliverable dates for the Leadership Team

- **Jan 15 – Draft Strat Plan to LT – Strategic Planning**
- **Jan 15 – Define cluster of classes for alternate PM process to LT – Talent Management**
- **Jan 28 – Headcount and Strategic Plan for Market Rates – Talent Management**
- **TBD – Draft Implementation Plan for Organization Changes to LT– Strategic Blueprint**

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** September 2, 2008  
**Time:** 2:00 – 4:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- None

**Administrative Notes**

- I.** Project Management Office Update
  - Reorganization Update
- II.** Team Updates / Status – Sub-team Team Leads
- III.** Communications Update
- IV.** Project Plan Review – Status Report Updates
- V. Future Deliverable Reminders –**
  - Sep 8 – Career Tracks Implementation Plan – Talent Management
  - **Sep 9- Career Tracks Implementation Plan to LT/SMC – Talent Management**
  - Sep 15 – Employee Mobility Plan – Talent Management
  - **Sep 16 – Employee Mobility Plan to LT – Talent Management**
  - Sep 30 – Two-year Prioritization Process Implementation Plan - SPOT
  - Sep 30 – Implement Employee Engagement Survey – Talent Management
  - Nov 26 – Implement Customer Service Survey – Performance Metrics
  - TBD – Initiate Leadership Planning Sessions – Talent Management
  - TBD - Mentorship Pilot Report to Senior Management – Strategic Blueprint
  - TBD – Business Unit Efficiencies Follow-up to LT – Strategic Blueprint

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** August 25, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- Training Update – Strategic Planning

**Administrative Notes**

- I.** Project Management Office Update
  - Reorganization Update
  - TMT Liaison plan
- II.** Team Updates / Status – Sub-team Team Leads
- III.** Communications Update
- IV.** Project Plan Review – Status Report Updates
- V. Future Deliverable Reminders –**
  - Sep 2 – Career Tracks Implementation Plan – Talent Management
  - **Sep 4 - Career Tracks Implementation Plan to LT – Talent Management**
  - Sep 15 – Employee Mobility Plan – Talent Management
  - **Sep 16 – Employee Mobility Plan to LT – Talent Management**
  - Sep 30 – Two-year Prioritization Process Implementation Plan - SPOT
  - Sep 30 – Implement Employee Engagement Survey – Talent Management
  - Nov 26 – Implement Customer Service Survey – Performance Metrics
  - TBD – Initiate Leadership Planning Sessions – Talent Management
  - TBD - Mentorship Pilot Report to Senior Management – Strategic Blueprint
  - TBD – Business Unit Efficiencies Follow-up to LT – Strategic Blueprint

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** August 18, 2008  
**Time:** 11:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- None

**Administrative Notes**

- I.** Project Management Office Update
- II.** Team Updates / Status – Sub-team Team Leads
- III.** Communications Update
- IV.** Project Plan Review – Status Report Updates
  
- V. Future Deliverable Reminders –**
  - Sep 2 – Career Tracks Implementation Plan – Talent Management
  - **Sep 4 - Career Tracks Implementation Plan to LT – Talent Management**
  - Sep 15 – Employee Mobility Plan – Talent Management
  - **Sep 16 – Employee Mobility Plan to LT – Talent Management**
  - Sep 30 – Two-year Prioritization Process Implementation Plan - SPOT
  - Sep 30 – Implement Employee Engagement Survey – Talent Management
  - Nov 26 – Implement Customer Service Survey – Performance Metrics
  - TBD – Initiate Leadership Planning Sessions – Talent Management
  - TBD - Mentorship Pilot Report to Senior Management – Strategic Blueprint
  - TBD – Business Unit Efficiencies Follow-up to LT – Strategic Blueprint

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** August 11, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- None

**Administrative Notes**

- I.** Project Management Office Update
- II.** Team Updates / Status – Sub-team Team Leads
- III.** Communications Update
- IV.** Project Plan Review – Status Report Updates
  
- V. Future Deliverable Reminders –**
  - Sep 30 – Two-year Prioritization Process Implementation Plan - SPOT
  - Sep 30 – Implement Employee Engagement Survey – Talent Management
  - Nov 26 – Implement Customer Service Survey – Performance Metrics
  - TBD – Career Tracks Implementation Plan – Talent Management
  - TBD – Initiate Leadership Planning Sessions – Talent Management
  - TBD - Mentorship Pilot Report to Senior Management – Strategic Blueprint
  - TBD – Employee Mobility Plan – Talent Management
  - TBD – Business Unit Efficiencies Follow-up to LT – Strategic Blueprint

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** August 4, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- None

**Administrative Notes**

- I.** Project Management Office Update
- II.** Team Updates / Status – Sub-team Team Leads
- III.** Communications Update
- IV.** Project Plan Review – Status Report Updates
  
- V. Future Deliverable Reminders –**
  - **Aug 6 – Talent Management Presentation to BOT (Willow Jacobson)**
  - **Aug 7 – Hiring Practices Update (Div. Personnel Officers) to LT– Talent Mgmt.**
  - **Aug 7 - Traffic Counts Workshop Results to LT – Strategic Blueprint**
  - Sep 30 – Two-year Prioritization Process Implementation Plan - SPOT
  - Sep 30 – Implement Employee Engagement Survey – Talent Management
  - Nov 26 – Implement Customer Service Survey – Performance Metrics
  - TBD – Career Tracks Implementation Plan – Talent Management
  - TBD – Initiate Leadership Planning Sessions – Talent Management
  - TBD – Draft Strategic Plan to LT – Strategic Planning
  - TBD - Mentorship Pilot Report to Senior Management – Strategic Blueprint
  - TBD – Employee Mobility Plan – Talent Management
  - TBD – Business Unit Efficiencies Follow-up to LT – Strategic Blueprint

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** July 28, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- ADA Assessment & Recommendations – Strategic Blueprint
- Traffic Counts Workshop Results – Strategic Blueprint
- Mentorship Pilot Report to Senior Management – Strat Blueprint

**Administrative Notes**

- I.** Project Management Office Update
- II.** Team Updates / Status – Sub-team Team Leads
- III.** Communications Update
- IV.** Project Plan Review – Status Report Updates
  
- V. Future Deliverable Reminders –**
  - **Jul 29 – ADA Assessment & Recommendations to LT – Strategic Blueprint**
  - **Jul 29 – Hiring Practices Update (Division Personnel Officers) – Talent Mgmt.**
  - **Jul 29 – Planning Workstream Prioritization Recomm. – Strategic Blueprint**
  - TBD – Draft Strategic Plan to LT – Strategic Planning
  - TBD – Employee Mobility Plan – Talent Management
  - TBD – Business Unit Efficiencies Follow-up to LT – Strategic Blueprint



***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** July 21, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- Marketing Recommendations – Communications

**Administrative Notes**

- I.** Project Management Office Update
- II.** Team Updates / Status – Sub-team Team Leads
- III.** Communications Update
- IV.** Project Plan Review – Status Report Updates
- V. Future Deliverable Reminders –**
  - **Jul 23 – Leadership Training to LT– Strategic Planning**
  - **Jul 23 – Marketing Recommendations to LT - Communications**
  - **Jul 23 – Customer Service Survey Alternatives to LT – Performance Metrics**
  - **Jul 23 – Executive Dashboard Update to LT – Performance Metrics**
  - Jul 28 – ADA Assessment & Recommendations – Strategic Blueprint
  - Jul 28 – Traffic Counts Workshop Results – Strategic Blueprint
  - Jul 28 - Mentorship Pilot Report to Senior Management – Strat Blueprint
  - **Jul 29 – ADA Assessment & Recommendations to LT – Strategic Blueprint**
  - **Jul 29 – Hiring Practices Update (Division Personnel Officers) – Talent Mgmt.**
  - Jul 23 / 30 (Final Date TBD) – Traffic Counts Workshop – Strat Blueprint
  - TBD – Draft Strategic Plan to LT – Strategic Planning
  - TBD – Employee Mobility Plan – Talent Management
  - TBD – Business Unit Efficiencies Follow-up to LT – Strategic Blueprint

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** July 14, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- Customer Service Survey Alternatives – Performance Metrics

**Administrative Notes**

- I.** Project Management Office Update
- II.** Team Updates / Status – Sub-team Team Leads
- III.** Communications Update
- IV.** Project Plan Review – Status Report Updates
- V. Future Deliverable Reminders –**
  - **Jul 15 – Customer Service Survey Alternatives to LT – Performance Metrics**
  - **Jul 18 – Talent Management Workshop – McKimmon Center**
  - Jul 28 – ADA Assessment & Recommendations – Strategic Blueprint
  - Jul 28 – Traffic Counts Workshop Results – Strategic Blueprint
  - Jul 28 - Mentorship Pilot Report to Senior Management – Strat Blueprint
  - **Jul 29 – ADA Assessment & Recommendations to LT – Strategic Blueprint**
  - **Jul 29 – Hiring Practices Update (Division Personnel Officers) – Talent Mgmt.**
  - Jul 23 / 30 (Final Date TBD) – Traffic Counts Workshop – Strat Blueprint
  - TBD – Draft Strategic Plan to LT – Strategic Planning
  - TBD – EVP Communication and Implementation Plan – Talent Management
  - TBD – Employee Mobility Plan – Talent Management
  - TBD – Business Unit Efficiencies Follow-up to LT – Strategic Blueprint
  - TBD – Strategic Marketing Plan to TMT – Strategic Planning

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** July 7, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- Decision / Prioritization Software (Decision Lens) Presentation – Strat Planning
- HR Website Redesign – Talent Management

**Administrative Notes**

- I.** Project Management Office Update
- II.** Team Updates / Status – Sub-team Team Leads
- III.** Communications Update
- IV.** Project Plan Review – Status Report Updates
  
- V. Future Deliverable Reminders –**
  - **Jul 10 – HR Website Redesign to LT – Talent Management**
  - **Jul 10 – Traffic Counts Workshop Update to LT – Strat Blueprint**
  - Jul 14 - Customer Service Survey Alternatives – Performance Metrics
  - **Jul 15 – Customer Service Survey Alternatives to LT – Performance Metrics**
  - **Jul 18 – Talent Management Workshop – McKimmon Center**
  - Jul 28 – ADA Assessment & Recommendations – Strategic Blueprint
  - Jul 28 - Mentorship Pilot Report to Senior Management – Strat Blueprint
  - **Jul 29 – ADA Assessment & Recommendations to LT – Strategic Blueprint**
  - Jul 23 / 30 (Final Date TBD) – Traffic Counts Workshop – Strat Blueprint
  - TBD – Draft Strategic Plan to LT – Strategic Planning
  - TBD – EVP Communication and Implementation Plan – Talent Management
  - TBD – Employee Mobility Plan – Talent Management
  - TBD – Business Unit Efficiencies Follow-up to LT – Strategic Blueprint
  - TBD – Strategic Marketing Plan to TMT – Strategic Planning

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** June 30, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- Transportation Planning Recommendations – Strat. Blueprint
- GIS Maps Workstream – SPOT
- Customer Service Survey Alternatives – Performance Metrics
- Female Mentorship Pilot Report to Senior Management – Strat Blueprint

**Administrative Notes**

- I.** Project Management Office Update
- II.** Team Updates / Status – Sub-team Team Leads
- III.** Communications Update
- IV.** Project Plan Review – Status Report Updates
- V. Future Deliverable Reminders –**
  - **Jul 2 – Transportation Planning Recommendations to LT – Strat. Blueprint**
  - **Jul 2 - GIS Maps Workstream to LT – SPOT**
  - **Jul 2 – Customer Service Survey Alternatives to LT – Performance Metrics**
  - Jul 7 – Decision/Prioritization Software (Decision Lens) Presentation – Strat Planning
  - **Jul 18 – Talent Management Workshop – McKimmon Center**
  - Jul 28 – ADA Assessment & Recommendations – Strategic Blueprint
  - **Jul 29 – ADA Assessment & Recommendations to LT – Strategic Blueprint**
  - TBD – Draft Strategic Plan to LT – Strategic Planning
  - TBD – EVP Communication and Implementation Plan – Talent Management
  - TBD – Employee Mobility Plan – Talent Management
  - TBD – Business Unit Efficiencies Follow-up to LT – Strategic Blueprint
  - TBD – Strategic Marketing Plan to TMT – Strategic Planning
  - TBD – HR Website Development (3 Phase Approach) to communicate strategy internally and externally (input from workstreams) – Talent Management

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** June 23, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- Traffic Count Assessment & Recommendations to TMT – Strat. Blueprint

**Administrative Notes**

- I.** Project Management Office Update
  - Construction Overruns Report
- II.** Team Updates / Status – Sub-team Team Leads
- III.** Communications Update
- IV.** Project Plan Review – Status Report Updates
- V. Future Deliverable Reminders –**
  - **Jun 24 – Traffic Count Assessment & Recom. to LT – Strat. Blueprint**
  - Jun 30 – Female Mentorship Pilot Report to Senior Management – Strat Blueprint
  - Jun 30 – Transportation Planning Recommendations – Strat. Blueprint
  - Jun 30 – ADA Assessment & Recommendations – Strategic Blueprint
  - Jun 30 – Customer Service Survey Alternatives – Performance Metrics
  - **Jul 1 – Transportation Planning Recommendations to LT – Strat. Blueprint**
  - **Jul 1 – ADA Assessment & Recommendations to LT – Strategic Blueprint**
  - **Jul 1 – Customer Service Survey Alternatives to LT – Performance Metrics**
  - Jul 7 – Decision/Prioritization Software (Decision Lens) Presentation – Strat Planning
  - **Jul 18 – Talent Management Workshop – McKimmon Center**
  - TBD – Draft Strategic Plan to LT – Strategic Planning
  - TBD – EVP Communication and Implementation Plan – Talent Management
  - TBD – Employee Mobility Plan – Talent Management
  - TBD – Business Unit Efficiencies Follow-up to LT – Strategic Blueprint

- TBD – Strategic Marketing Plan to TMT – Strategic Planning
- TBD – HR Website Development (3 Phase Approach) to communicate strategy internally and externally (input from workstreams) – Talent Management

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** June 16, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- None

**Administrative Notes**

- I.** Project Management Office Update
  - Construction Overruns Report
- II.** Team Updates / Status – Sub-team Team Leads
- III.** Communications Update
- IV.** Project Plan Review – Status Report Updates
- V. Future Deliverable Reminders –**
  - Jun 23 – Traffic Count Assessment & Recommendations to TMT – Strat. Blueprint
  - **Jun 24 – Traffic Count Assessment & Recom. to LT – Strat. Blueprint**
  - Jun 30 – Mentorship Pilot Report to Senior Management – Strat Blueprint
  - Jun 30 – Employee Mobility Plan – Talent Management
  - Jun 30 – Transportation Planning Recommendations – Strat. Blueprint
  - Jun 30 – ADA Assessment & Recommendations – Strategic Blueprint
  - Jun 30 – Draft SPOT rotation plan – Strategic Planning
  - Jun 30 – Draft Strategic Plan – Strategic Planning
  - Jun 30 – Customer Service Survey Alternatives – Performance Metrics
  - Jun 30 – EVP Communication and Implementation Plan – Talent Management
  - **Jul 1 – Transportation Planning Recommendations to LT – Strat. Blueprint**
  - **Jul 1 – Customer Service Survey Alternatives to LT – Performance Metrics**
  - **Jul 1 – ADA Assessment & Recommendations to LT – Strategic Blueprint**
  - **Jul 2 – Draft SPOT rotation plan to LT– Strategic Planning**

- **Jul 2 – Draft Strategic Plan to LT – Strategic Planning**
- **Ju1 2 – EVP Comm. & Implementation Plan to LT – Talent Management**
- **Jul 2 – Employee Mobility Plan to LT – Talent Management**
- Jul 7 – Decision/Prioritization Software (Decision Lens) Presentation – Strat Planning
- **Jul 16 – Talent Management Workshop – McKimmon Center**
- **TBD – Business Unit Efficiencies Follow-up LT – Strategic Blueprint**
- TBD – Strategic Marketing Plan to TMT – Strategic Planning
- TBD – HR Website Development (3 Phase Approach) to communicate strategy internally and externally (input from workstreams) – Talent Management



***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** June 9, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- Safety & Loss Control Recommendations – Strategic Blueprint

**Administrative Notes**

- I.** Project Management Office Update
- II.** Team Updates / Status – Sub-team Team Leads
- III.** Communications Update
- IV.** Project Plan Review – Status Report Updates

**V. Future Deliverable Reminders –**

- **Jun 10 - Training Program Recommendations to LT – Talent Management**
- **Jun 10 - Safety & Loss Control Recommendations to LT – Strategic Blueprint**
- Jun 23 – Traffic Count Assessment & Recommendations to TMT – Strat. Blueprint
- **Jun 24 – Traffic Count Assessment & Recom. to LT – Strat. Blueprint**
- Jun 30 – ADA Assessment & Recommendations – Strategic Blueprint
- **Jul 1 – ADA Assessment & Recommendations to LT – Strategic Blueprint**
- **Jul 16 – Talent Management Workshop – McKimmon Center**
- **TBD – Business Unit Efficiencies Follow-up LT – Strategic Blueprint**
- **TBD – Customer Service Survey Alternatives – Performance Metrics**
- **TBD – Transportation Planning Recommendations to LT – Strat. Blueprint**
- TBD – Strategic Marketing Plan to TMT – Strategic Planning
- TBD – HR Website Development (3 Phase Approach) to communicate strategy internally and externally (input from workstreams) – Talent Management

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** June 2, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- Equipment Assessment Recommendations – Strategic Blueprint
- Training Program Recommendations – Talent Management
- Strategic Planning & Prior. Manual on web site – Strategic Planning
- TMT Final Report Review - Communications

**Administrative Notes**

- I.** Project Management Office Update
- II.** Team Updates / Status – Sub-team Team Leads
- III.** Communications Update
- IV.** Project Plan Review – Status Report Updates
  
- V. Future Deliverable Reminders –**
  - **Jun 5 - Equipment Assessment Recommendations to LT – Strategic Blueprint**
  - **Jun 5 - Training Program Recommendations to LT – Talent Management**
  - Jun 9 - Safety & Loss Control Recommendations – Strategic Blueprint
  - **Jun 10 - Safety & Loss Control Recommendations to LT – Strategic Blueprint**
  - Jun 23 – Traffic Count Assessment & Recommendations to TMT – Strat. Blueprint
  - **Jun 24 – Traffic Count Assessment & Recom. to LT – Strat. Blueprint**
  - Jun 30 – ADA Assessment & Recommendations – Strategic Blueprint
  - **Jul 1 – ADA Assessment & Recommendations to LT – Strategic Blueprint**
  - **Jul 16 – Talent Management Workshop – McKimmon Center**
  - **TBD – Business Unit Efficiencies Follow-up LT – Strategic Blueprint**
  - **TBD – Customer Service Survey Alternatives – Performance Metrics**
  - **TBD – Transportation Planning Recommendations to LT – Strat. Blueprint**

- TBD – Strategic Marketing Plan to TMT – Strategic Planning
- TBD – HR Website Development (3 Phase Approach) to communicate strategy internally and externally (input from workstreams) – Talent Management

**North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda**

**Date:** May 28, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- None

**Administrative Notes**

- I.** Project Management Office Update
- II.** Team Updates / Status – Sub-team Team Leads
- III.** Communications Update
- IV.** Project Plan Review – Status Report Updates

**V. Future Deliverable Reminders –**

- **May 28 – Business Unit Efficiencies Follow-up LT – Strategic Blueprint**
- Jun 2 - Equipment Assessment Recommendations – Strategic Blueprint
- Jun 2 - Training Program Recommendations – Talent Management
- Jun 2 – Strategic Planning & Prior. Manual on web site – Strategic Planning
- Jun 2 – TMT Final Report Review - Communications
- **Jun 3 - Equipment Assessment Recommendations to LT – Strategic Blueprint**
- **Jun 3 - Training Program Recommendations to LT – Talent Management**
- Jun 16 - Safety & Loss Control Recommendations – Strategic Blueprint
- **Jun 17 - Safety & Loss Control Recommendations to LT – Strategic Blueprint**
- Jun 23 – Traffic Count Assessment & Recommendations to TMT – Strat. Blueprint
- **Jun 24 – Traffic Count Assessment & Recom. to LT – Strat. Blueprint**
- Jun 30 – ADA Assessment & Recommendations – Strategic Blueprint
- **Jul 1 – ADA Assessment & Recommendations to LT – Strategic Blueprint**
- **Jul 16 – Talent Management Workshop – McKimmon Center**
- **TBD – Customer Service Survey Alternatives – Performance Metrics**

- **TBD – Transportation Planning Recommendations to LT – Strat. Blueprint**
- TBD – Strategic Marketing Plan to TMT – Strategic Planning
- TBD – HR Website Development (3 Phase Approach) to communicate strategy internally and externally (input from workstreams) – Talent Management

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** May 19, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- Dept. Budgeting Assessment & Recommendation to TMT - Strat. Blueprint
- Transportation Planning Recommendations to TMT – Strat. Blueprint
- Safety & Loss Control Recommendations – Strategic Blueprint
- ADA Assessment & Recommendations to TMT – Strategic Blueprint
- PDA Competencies all employees classes – Talent Management

**Administrative Notes**

- I.** Project Management Office Update
- II.** Team Updates / Status – Sub-team Team Leads
- III.** Communications Update
- IV.** Project Plan Review – Status Report Updates

**V. Future Deliverable Reminders –**

- May 16 – Strategic Planning & Prior. Manual – Strategic Planning
- **May 21 – Dept. Budgeting Assessment & Recom. to LT - Strat. Blueprint**
- **May 21 – Transportation Planning Recommendations to LT – Strat. Blueprint**
- **May 21 - Safety & Loss Control Recommendations to LT – Strategic Blueprint**
- **May 21 – ADA Assessment & Recommendations to LT – Strategic Blueprint**
- **May 21 - PDA Competencies all employees classes to LT – Talent Management**
- May 28 - Equipment Assessment Recommendations – Strategic Blueprint
- **May 28 – Business Unit Efficiencies Follow-up LT – Strategic Blueprint**
- **May 28 - Equipment Assessment Recommendations to LT – Strategic Blueprint**
- Jun 2 - Training Program Recommendations – Talent Management
- Jun 2 – Strategic Planning & Prior. Manual on web site – Strategic Planning

- Jun 2 – TMT Final Report Review - Communications
- **Jun 3 - Training Program Recommendations to LT – Talent Management**
- Jun 23 – Traffic Count Assessment & Recommendations to TMT – Strat. Blueprint
- **Jun 24 – Traffic Count Assessment & Recom. to LT – Strat. Blueprint**
- **TBD – Customer Service Survey Alternatives – Performance Metrics**
- TBD – Strategic Marketing Plan to TMT – Strategic Planning
- TBD – HR Website Development (3 Phase Approach) to communicate strategy internally and externally (input from workstreams) – Talent Management

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** May 12, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- NCDOT Web Page Redesign – Public Information Office
- Training Program Recommendations – Talent Management
- Executive Dashboard Update – Performance Metrics

**Administrative Notes**

- I.** Project Management Office Update
- II.** Team Updates / Status – Sub-team Team Leads
- III.** Communications Update
- IV.** Project Plan Review – Status Report Updates
- V. Future Deliverable Reminders –**
  - **May 13 - Training Program Recommendations to LT – Talent Management**
  - **May 13 - Executive Dashboard Update to LT – Performance Metrics**
  - May 16 – Strategic Planning & Prior. Manual – Strategic Planning
  - May 19 – ADA Assessment & Recommendations to TMT – Strategic Blueprint
  - May 19 – Traffic Count Assessment & Recommendations to TMT – Strat. Blueprint
  - May 19 – Dept. Budgeting Assessment & Recommendation to TMT - Strat. Blueprint
  - May 19 – Transportation Planning Recommendations to TMT – Strat. Blueprint
  - May 19 – Safety & Loss Control Recommendations – Strategic Blueprint
  - **May 21 – ADA Assessment & Recommendations to LT – Strategic Blueprint**
  - **May 21 – Traffic Count Assessment & Recom. to LT – Strat. Blueprint**
  - **May 21 – Dept. Budgeting Assessment & Recom. to LT - Strat. Blueprint**
  - **May 21 – Transportation Planning Recommendations to LT – Strat. Blueprint**



- **May 21 - Safety & Loss Control Recommendations to LT – Strategic Blueprint**
- **Jun 2** – Strategic Planning & Prior. Manual on web site – Strategic Planning
- **TBD – Customer Service Survey Alternatives – Performance Metrics**
- **TBD – Equipment Assessment Recommendations – Strategic Blueprint**
- TBD – Strategic Marketing Plan to TMT – Strategic Planning
- TBD – HR Website Development (3 Phase Approach) to communicate strategy internally and externally (input from workstreams) – Talent Management

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** May 5, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- Career Development & Assessment – Talent Management
- Training Program Recommendations – Talent Management

**Administrative Notes**

- I.** Project Management Office Update
- II.** Team Updates / Status – Sub-team Team Leads
- III.** Communications Update
- IV.** Project Plan Review – Status Report Updates

**V. Future Deliverable Reminders –**

- **May 6 - Career Development & Assessment to LT – Talent Management**
- **May 6 - Training Program Recommendations to LT – Talent Management**
- May 16 – Strategic Planning & Prior. Manual – Strategic Planning
- May 19 – ADA Assessment & Recommendations to TMT – Strategic Blueprint
- May 19 – Traffic Count Assessment & Recommendations to TMT – Strat. Blueprint
- May 19 – Dept. Budgeting Assessment & Recommendation to TMT - Strat. Blueprint
- May 19 – Transportation Planning & Programming Recom. to TMT – Strat. Blueprint
- **May 20 – ADA Assessment & Recommendations to LT – Strategic Blueprint**
- **May 20 – Traffic Count Assessment & Recom. to LT – Strat. Blueprint**
- **May 20 – Dept. Budgeting Assessment & Recom. to LT - Strat. Blueprint**
- **May 20 – Transportation Planning & Program. Recom. to LT – Strat. Blueprint**
- **TBD – Customer Service Survey Alternatives – Performance Metrics**
- **TBD – Equipment Assessment Recommendations – Strategic Blueprint**

- TBD – Strategic Marketing Plan to TMT – Strategic Planning
- TBD - Publish Planning Manual on the NCDOT web site – Strategic Planning
- TBD – HR Website Development (3 Phase Approach) to communicate strategy internally and externally (input from workstreams) – Talent Management

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** April 28, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- Bridge Funding Options – Strategic Blueprint
- Document Reproduction – Strategic Blueprint
- Final Leadership Planning Process- Talent Management
- Performance Pay Dispute Procedures – Talent Management
- PDA process for all employees – Talent Management

**Administrative Notes**

- I.** Project Management Office Update
- II.** Team Updates / Status – Sub-team Team Leads
- III.** Communications Update
- IV.** Project Plan Review – Status Report Updates
  
- V. Future Deliverable Reminders –**
  - **May 1 – Bridge Funding Options to LT – Strategic Blueprint**
  - **May 1 - Document Reproduction to LT – Strategic Blueprint**
  - **May 1 – Final Leadership Planning Process to LT – Talent Management**
  - **May 1 - Performance Pay Dispute Procedures to LT – Talent Management**
  - **May 1 – PDA process for all employees to LT – Talent Management**
  - May 5 – Career Development & Assessment – Talent Management
  - **May 6 - Career Development & Assessment to LT – Talent Management**
  - **TBD - Office of Program/Project Delivery Rec. to LT – Strategic Blueprint**
  - TBD – Strategic Marketing Plan to TMT – Strategic Planning
  - **TBD – Mobility Implementation Plan to LT – Strategic Blueprint**

- TBD - Publish Planning Manual on the NCDOT web site – Strategic Planning
- TBD – HR Website Development (3 Phase Approach) to communicate strategy internally and externally (input from workstreams) – Talent Management

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** April 21, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- Revise Hiring Practice Recommendations – Talent Management

**Administrative Notes**

- I.** Project Management Office Update
- II.** Team Updates / Status – Sub-team Team Leads
- III.** Communications Update
- IV.** Project Plan Review – Status Report Updates
  
- V. Future Deliverable Reminders –**
  - **Apr 22 – Revise Hiring Practice Recommendations to LT – Talent Management**
  - **Apr 22 - Document Reproduction to LT – Strategic Blueprint**
  - Apr 28 - Final Leadership Planning Process- Talent Management
  - Apr 28 – Bridge Funding Options – Strategic Blueprint
  - Apr 28 - Employee Classes with alternate PDA process – Talent Management
  - **May 1 – Bridge Funding Options to LT – Strategic Blueprint**
  - **May 1 – Employee Classes with alt. PDA process to LT – Talent Management**
  - **May 1 – Final Leadership Planning Process to LT – Talent Management**
  - **TBD - Office of Program/Project Delivery Rec. to LT – Strategic Blueprint**
  - TBD – Strategic Marketing Plan to TMT – Strategic Planning
  - **TBD – Mobility Implementation Plan to LT – Strategic Blueprint**
  - TBD - Publish Planning Manual on the NCDOT web site – Strategic Planning
  - TBD – HR Website Development (3 Phase Approach) to communicate strategy internally and externally (input from workstreams) – Talent Management

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** April 14, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

**I.** NCMIN Tier definitions & the SHC revision process – Strategic Planning

**Administrative Notes**

**II.** Project Management Office Update

**III.** Team Updates / Status – Sub-team Team Leads

**IV.** Communications – Q&A Session Update

**V.** Project Plan Review – Status Report Updates

**VI. Future Deliverable Reminders –**

- **Apr 15 - NCMIN Tier def. & SHC revision process to LT– Strategic Planning**
- Apr 21 – Revise Hiring Practice Recommendations – Talent Management
- Apr 21 - Document Reproduction – Strategic Blueprint
- **Apr 22 – Revise Hiring Practice Recommendations to LT – Talent Management**
- **Apr 22 - Document Reproduction to LT – Strategic Blueprint**
- Apr 28 – Bridge Funding Options – Strategic Blueprint
- Apr 28 - Employee Classes with alternate PDA process – Talent Management
- **May 1 – Bridge Funding Options to LT – Strategic Blueprint**
- **May 1 – Employee Classes with alt. PDA process to LT – Talent Management**
- **TBD - Office of Program/Project Delivery Rec. to LT – Strategic Blueprint**
- TBD – Strategic Marketing Plan to TMT – Strategic Planning
- TBD – Mobility Implementation Plan to TMT – Strategic Blueprint
- TBD - Publish Planning Manual on the NCDOT web site – Strategic Planning
- TBD – HR Website Development (3 Phase Approach) to communicate strategy internally and externally (input from workstreams) – Talent Management

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** April 7, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

**I.** Office of Program/Project Delivery Rec. to TMT – Strategic Blueprint

**Administrative Notes**

**II.** Project Management Office Update

**III.** Team Updates / Status – Sub-team Team Leads

**IV.** Communications – Q&A Session Update

**V.** Project Plan Review – Status Report Updates

**VI. Future Deliverable Reminders –**

- Apr 14 – Revise Hiring Practice Recommendations – Talent Management
- Apr 14 - Employee Classes with alternate PDA process – Talent Management
- Apr 14 - Document Reproduction – Strategic Blueprint
- **Apr 15 – Revise Hiring Practice Recommendations to LT – Talent Management**
- **Apr 15 – Employee Classes with alt. PDA process to LT – Talent Management**
- **Apr 16 - Document Reproduction to LT – Strategic Blueprint**
- **Apr 16 - Office of Program/Project Delivery Rec. to LT – Strategic Blueprint**
- TBD – Strategic Marketing Plan to TMT – Strategic Planning
- TBD – Mobility Implementation Plan to TMT – Strategic Blueprint
- TBD – Pavement Management Rec. – Strategic Blueprint
- TBD – Pavement Management Rec. to TMT – Strategic Blueprint
- TBD - Publish Planning Manual on the NCDOT web site – Strategic Planning
- TBD – HR Website Development (3 Phase Approach) to communicate strategy internally and externally (input from workstreams) – Talent Management



***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** April 1, 2008  
**Time:** 2:00 – 4:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I.** New Performance Management Policy & Forms – Talent Management
- II.** Employee Classes with alternate PDA process – Talent Management

**Administrative Notes**

- III.** Project Management Office Update
- IV.** Team Updates / Status – Sub-team Team Leads
- V.** Communications – Q&A Session Update
- VI.** Project Plan Review – Status Report Updates
- VII. Future Deliverable Reminders –**
  - **Apr 3 – New Performance Mgmt Policy & Forms to LT – Talent Management**
  - **Apr 3 – Employee Classes with alt. PDA process to LT – Talent Management**
  - Apr 7 - Document Reproduction – Strategic Blueprint
  - Apr 7 – Office of Program/Project Delivery Rec. to TMT – Strategic Blueprint
  - Apr 7 – Strategic Marketing Plan to TMT – Strategic Planning
  - Apr 7 – Revise Hiring Practice Recommendations – Talent Management
  - **Apr 8 - Document Reproduction to LT – Strategic Blueprint**
  - **Apr 8 – Office of Program/Project Delivery Rec. – Strategic Blueprint**
  - **Apr 9 – Strategic Marketing Plan to LT – Strategic Planning**
  - **Apr 9 – Revise Hiring Practice Recommendations to LT – Talent Management**
  - TBD – Mobility Implementation Plan to TMT – Strategic Blueprint
  - TBD – Pavement Management Rec. – Strategic Blueprint
  - TBD – Pavement Management Rec. to TMT – Strategic Blueprint
  - TBD - Publish Planning Manual on the NCDOT web site – Strategic Planning
  - TBD – HR Website Development (3 Phase Approach) to communicate strategy internally and externally (input from workstreams) – Talent Management

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** March 24, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I.** New Performance management Policy & Forms – Talent Management
- II.** Employee Classes with alternate PDDA process – Talent Management
- III.** Document Reproduction – Strategic Blueprint

**Administrative Notes**

- IV.** Project Management Office Update
- V.** Team Updates / Status – Sub-team Team Leads
- VI.** Communications – Q&A Session Update
- VII.** Project Plan Review –
- VIII. Future Deliverable Reminders –**
  - **Mar 25 – New Performance Mgmt Policy & Forms to LT – Talent Management**
  - **Mar 25 – Employee Classes with alternate PDA process – Talent Management**
  - **Mar 26 – Mobility Implementation Plan to LT – Strategic Blueprint**
  - **Mar 31 – Pavement Management Rec. to TMT – Strategic Blueprint**
  - **Mar 31 – Office of Program/Project Delivery Rec. to TMT – Strategic Blueprint**
  - **Mar 31 – Establish remaining SPOT positions – Strategic Planning**
  - **Mar 31 – Strategic Marketing Plan to TMT – Strategic Planning**
  - **Mar 31 – Revise Hiring Practice Recommendations – Talent Management**
  - **Apr 1 – Pavement Management Rec. – Strategic Blueprint**
  - **Apr 1 – Office of Program/Project Delivery Rec. – Strategic Blueprint**
  - **Apr 1 – Implement Project STaRS Recommendations – Strategic Blueprint**
  - **Apr 8 – Revise Hiring Practice Recommendations to LT – Talent Management**
  - **TBD – Publish Planning Manual on the NCDOT web site – Strategic Planning**

- **TBD – HR Website Development (3 Phase Approach) to communicate strategy internally and externally (input from workstreams) – Talent Management**

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** March 17, 2008 (Meeting cancelled)  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I.** New Performance Management Policy & Forms – Talent Management
- II.** Employee Classes with alternate PDA process – Talent Management
- III.** Document Reproduction

**Administrative Notes**

- IV.** Project Management Office Update
- V.** Team Updates / Status – Sub-team Team Leads
- VI.** Communications – Q&A Session Update
- VII.** Project Plan Review –
- VIII. Future Deliverable Reminders –**
  - **Mar 18 – New Performance Management Policy & Forms – Talent Management**
  - **Mar 18 – Employee Classes with alternate PDA process – Talent Management**
  - **Mar 21 – Integrate “Bottoms Up” into Org. Rec. – Strategic Blueprint**
  - **Mar 26 – Mobility Implementation Plan to LT – Strategic Blueprint**
  - **Mar 31 - Pavement Management Rec. to TMT – Strategic Blueprint**
  - **Mar 31 – Office of Program/Project Delivery Rec. to TMT – Strategic Blueprint**
  - **Mar 31 – Implement Project STaRS Recommendations to TMT – Strategic Blueprint**
  - **Mar 31 – Establish remaining SPOT positions – Strategic Planning**
  - **Mar 31 – Strategic Plan Marketing Plan to TMT – Strategic Planning**
  - **March 31 – Revise Hiring Practice Recommendations – Talent Management**
  - **Apr 1 – Pavement Management Rec. – Strategic Blueprint**
  - **Apr 1 – Office of Program/Project Deliver Rec. – Strategic Blueprint**
  - **Apr 1 – Implement Project STaRS Recommendations – Strategic Blueprint**
  - **Apr 1 – Revise Hiring Practice Recommendations to LT – Talent Management**

- **TBD – Publish Planning Manual on the NCDOT web site – Strategic Planning**
- **TBD – HR Website Development (3 Phase Approach) to communicate strategy internally and externally (input from workstreams) – Talent Management**
- **TBD – Headcount for HR**

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** March 10, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I.** Printing Workstream Presentation
- II.** Implement IT Recommendations – Strategic Blueprint
- III.** Agreements Management – Performance Metrics

**Administrative Notes**

- IV.** Project Management Office Update
- V.** Team Updates / Status – Sub-team Team Leads
- VI.** Communications – Q&A Session Update
- VII.** Project Plan Review –
- VIII. Future Deliverable Reminders –**
  - Mar 17 – New Performance Management Policy & Forms – Talent Management
  - Mar 17 – Employee Classes with alternate PDA process – Talent Management
  - Mar 17 – Document Reproduction
  - **Mar 18 – New Performance Management Policy & Forms – Talent Management**
  - **Mar 18 – Employee Classes with alternate PDA process – Talent Management**
  - **Mar 19 – Mobility Implementation Plan – Strategic Blueprint**
  - **Mar 21 – Integrate “Bottoms Up” into Org. Rec. – Strategic Blueprint**
  - Mar 31 - Pavement Management Rec. to TMT – Strategic Blueprint
  - Mar 31 – Office of Program/Project Delivery Rec. to TMT – Strategic Blueprint
  - Mar 31 – Implement Project STaRS Recommendations to TMT – Strategic Blueprint
  - Mar 31 – Establish remaining SPOT positions – Strategic Planning
  - Mar 31 – Strategic Plan Marketing Plan to TMT – Strategic Planning
  - March 31 – Revise Hiring Practice Recommendations – Talent Management
  - **Apr 1 – Pavement Management Rec. – Strategic Blueprint**

- **Apr 1 – Office of Program/Project Deliver Rec. – Strategic Blueprint**
- **Apr 1 – Implement Project STaRS Recommendations – Strategic Blueprint**
- **Apr 1 – Revise Hiring Practice Recommendations to LT – Talent Management**
- **TBD – Publish Planning Manual on the NCDOT web site – Strategic Planning**
- **TBD – HR Website Development (3 Phase Approach) to communicate strategy internally and externally (input from workstreams) – Talent Management**
- **TBD – Headcount for HR**

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** March 3, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I.** DOT Leadership Planning Model – Talent Management
- II.** HR Talent Strategy Job Description – Talent Management

**Administrative Notes**

- III.** Project Management Office Update
- IV.** Team Updates / Status – Sub-team Team Leads
- V.** Communications – Q&A Session Update
- VI.** Project Plan Review –
- VII. Future Deliverable Reminders –**
  - Mar 10 – Implement IT Recommendations – Strategic Blueprint
  - ~~Mar 10 – Implement Project STaRS Recommendations – Strategic Blueprint~~
  - Mar 10 – Printing Workstream Presentation
  - **Mar 12 – Mobility Implementation Plan – Strategic Blueprint**
  - Mar 17 – New Performance Management Policy & Forms – Talent Management
  - Mar 17 – Employee Classes with alternate PDA process – Talent Management
  - Mar 17 – Agreements Workstream Presentation
  - **Mar 18 – New Performance Management Policy & Forms – Talent Management**
  - **Mar 18 – Employee Classes with alternate PDA process – Talent Management**
  - **Mar 21 – Integrate “Bottoms Up” into Org. rec. – Strategic Blueprint**
  - Apr 7 – Revise Hiring Practice Recommendations – Talent Management
  - **Apr 8 – Revise Hiring Practice Recommendations to LT – Talent Management**
  - **TBD – Publish Planning Manual on the NCDOT web site – Strategic Planning**
  - **TBD – HR Website Development (3 Phase Approach) to communicate strategy internally and externally (input from workstreams) – Talent Management**
  - **TBD – Headcount for HR**



***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** February 25, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I. Policy Office Recommendations – Strategic Blueprint**
- II. IT Recommendations – Strategic Blueprint**

**Administrative Notes**

- III. Project Management Office Update**
- IV. Team Updates / Status – Sub-team Team Leads**
- V. Communications – Q&A Session Update**
- VI. Project Plan Review –**
- VII. Future Deliverable Reminders –**
  - **Feb 26 - Policy Office Recommendations to LT – Strategic Blueprint**
  - **Feb 27 - IT Recommendations to LT – Strategic Blueprint**
  - **Mar 3 - DOT Leadership Planning Model – Talent Management**
  - **Mar 3 – Revise Hiring Practice Initial Strategy – Talent Management**
  - **Mar 3 – New Performance Management Policy & forms– Talent Management**
  - **Mar 3 - Employee Classes w/ alternate PDA process – Talent Management**
  - **Mar 4 – Revise Hiring Practice Initial Strategy to LT – Talent Management**
  - **Mar 4 – New Performance Management Policy & forms– Talent Management**
  - **Mar 4 - Employee Classes w/ alternate PDA process – Talent Management**
  - **Mar 5 - DOT Leadership Planning Model to LT – Talent Management**
  - **TBD – Publish Planning Manual on the NCDOT web site – Strategic Planning**
  - **TBD – HR Website Development (3 Phase Approach) to communicate strategy internally and externally (input from workstreams) – Talent Management**
  - **TBD – Headcount for HR**
  - **TBD – HR Talent Strategy Job Description**
  - **TBD – Mobility Recommendation Details to LT – Strategic Blueprint**

**Bold** font denotes deliverables and deliverable dates for the Leadership Team

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** February 18, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I. Career Tracks Initial Strategy – Talent Management**
- II. Employee Orientation Update – Talent Management**

**Administrative Notes**

- III. Project Management Office Update**
- IV. Team Updates / Status – Sub-team Team Leads**
- V. Communications – Q&A Session Update**
- VI. Project Plan Review –**
- VII. Future Deliverable Reminders –**
  - Feb 19 - Policy Office Recommendations to LT – Strategic Blueprint**
  - Feb 19 – Career Tracks Initial Strategy to LT – Talent Management**
  - Feb 19 – Strategy / Key Indicators for Results Based Budgeting w/ LT – Strategic Planning**
  - Feb 20 – Employee Orientation Update to LT – Talent Management**
  - Feb 20 – PDA Rating Scale to LT – Talent Management**
  - Feb 25 - Policy Office Recommendations – Strategic Blueprint**
  - Feb 25 - IT Recommendations – Strategic Blueprint**
  - Feb 25 – DOT Leadership Planning Model – Talent Management**
  - Feb 26 - DOT Leadership Planning Model to LT – Talent Management**
  - Mar 3 – Revise Hiring Practice Initial Strategy – Talent Management**
  - Mar 3 – New Performance Management Policy & forms– Talent Management**
  - Mar 3 - Employee Classes w/ alternate PDA process – Talent Management**
  - Mar 4 – Revise Hiring Practice Initial Strategy to LT – Talent Management**
  - Mar 4 – New Performance Management Policy & forms– Talent Management**
  - Mar 4 - Employee Classes w/ alternate PDA process – Talent Management**
  - TBD – Publish Planning Manual on the NCDOT web site – Strategic Planning**

**Bold** font denotes deliverables and deliverable dates for the Leadership Team

- **TBD – HR Website Development (3 Phase Approach) to communicate strategy internally and externally (input from workstreams) – Talent Management**
- **TBD – Headcount for HR**
- **TBD – HR Talent Strategy Job Description**
- **TBD – Mobility Recommendation Details to LT – Strategic Blueprint**

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** February 11, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

**I. PDA Rollout Plan – Talent Management**

**II. “Works Well” Dashboard Gauge – Performance Metrics**

**Administrative Notes**

**I. Project Management Office Update**

**II. Team Updates / Status – Sub-team Team Leads**

**III. Communications – Q&A Session Update**

**IV. Project Plan Review –**

**V. Future Deliverable Reminders –**

- **Feb 12 – Strategic Plan for Market Rates to LT – Talent Management**
- **Feb 12 – Project STaRS to LT – Performance Metrics**
- **Feb 13 – “Bottoms Up Assessment” Findings & Recommendations to LT – Strategic Blueprint**
- Feb 18 – Policy Office Recommendations – Strategic Blueprint
- Feb 18 – Career Tracks Initial Strategy – Talent Management
- Feb 18 – Employee Orientation Update – Talent Management
- **Feb 19 - Policy Office Recommendations to LT – Strategic Blueprint**
- **Feb 19 – Career Tracks Initial Strategy to LT – Talent Management**
- **Feb 20 – Employee Orientation Update to LT – Talent Management**
- **Feb 20 – PDA Rollout Plan & Rating Scale to LT – Talent Management**
- Feb 25 - IT Recommendations – Strategic Blueprint
- Feb 25 – DOT Leadership Planning Model – Talent Management
- **Feb 26 - DOT Leadership Planning Model to LT – Talent Management**
- Mar 3 – Revise Hiring Practice Initial Strategy – Talent Management
- Mar 3 – New Performance Management Policy & forms– Talent Management
- Mar 3 - Employee Classes w/ alternate PDA process – Talent Management

**Bold** font denotes deliverables and deliverable dates for the Leadership Team

- **Mar 4 – Revise Hiring Practice Initial Strategy to LT – Talent Management**
- **Mar 4 – New Performance Management Policy & forms– Talent Management**
- **Mar 4 - Employee Classes w/ alternate PDA process – Talent Management**
- **TBD – Publish Planning Manual on the NCDOT web site – Strategic Planning**
- **TBD – HR Website Development (3 Phase Approach) to communicate strategy internally and externally (input from workstreams) – Talent Management**
- **TBD – Headcount for HR**
- **TBD – HR Talent Strategy Job Description**
- **TBD – Mobility Recommendation Details to LT – Strategic Blueprint**

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** February 4, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I. Mobility Recommendation Details – Strategic Blueprint
- II. “Bottoms Up” Assessment Findings & Recommendations – Strategic Blueprint
- III. Approach to defining NCMIN Tiers (If applicable) – Strategic Planning

**Administrative Notes**

- I. Project Management Office Update
- II. Team Updates / Status – Sub-team Team Leads
- III. Communications –
- IV. Project Plan Review –
- V. **Future Deliverable Reminders –**
  - **Feb 8 – Strategic Plan for Market Rates to LT – Talent Management**
  - **Feb 8 – Project STaRS to LT – Performance Metrics**
  - **Feb 8 – Mobility Recommendations to LT – Strategic Blueprint**
  - **Feb 8 – Use of TMT Internal Order for Labor Charges – Project Office**
  - Feb 11 – IT Recommendations – Strategic Blueprint
  - Feb 18 – Policy Office Recommendations – Strategic Blueprint
  - **Feb 19 - Policy Office Recommendations to LT – Strategic Blueprint**
  - Mar 3 – Revise Hiring Practice Final Recommendation – Talent Management
  - Mar 3 – Present new performance management policy – Talent Management
  - Mar 3 - Employee Classes w/ alternate PDA process – Talent Management
  - **TBD – Publish Planning Manual on the NCDOT web site – Strategic Planning**
  - **TBD – Website Development (3 Phase Approach) to communicate strategy internally and externally (input from workstreams) – Talent Management**
  - **TBD - Employee Classes w/ alternate PDA process – Talent Management**
  - **TBD – Headcount for HR**
  - **TBD – HR Talent Strategy Job Description**

**Bold** font denotes deliverables and deliverable dates for the Leadership Team

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** January 28, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I. Project STaRS to TMT – Performance Metrics
- II. Mobility Recommendations – Strategic Blueprint
- III. Strategic Plan for Market Rates – Talent Management
- IV. PDA Issues Discussion – Talent Management
- V. Approach to defining NCMIN Tiers to TMT – Strategic Planning

**Administrative Notes**

- I. Project Management Office Update
- II. Team Updates / Status – Sub-team Team Leads
- III. Communications –
  - Six Sigma Executive Overview
- IV. Project Plan Review –
- V. **Future Deliverable Reminders –**
  - **Jan 29 – SPAN Table of Contents & Objectives to LT – Strategic Planning**
  - **Jan 29 - Strategic Plan for Market Rates to LT – Talent Management**
  - **Jan 29 - PDA Issues Discussion to LT – Talent Management**
  - **Jan 30 – Revise Hiring Practice Final Recommendation to LT – Talent Management**
  - **Jan 30 – Present new performance management policy to LT – Talent Management**
  - **Jan 30 – Approach to defining NCMIN Tiers to LT – Strategic Planning**
  - **Jan 30 - Employee Classes w/ alternate PDA process to LT – Talent Management**
  - Feb 4 – Revise Hiring Practice Final Recommendation to TMT – Talent Management
  - Feb 4 – Define cluster of classes for alternate PM process to TMT – Talent Management
  - **Feb 5 – Project STaRS to LT – Performance Metrics**
  - **Feb 5 – Mobility Recommendations – Strategic Blueprint**
  - Feb 11 – IT Recommendations – Strategic Blueprint
  - **TBD – Publish Planning Manual on the NCDOT web site – Strategic Planning**

**Bold** font denotes deliverables and deliverable dates for the Leadership Team

- **TBD – Website Development (3 Phase Approach) to communicate strategy internally and externally (input from workstreams) – Talent Management**
- **TBD - Employee Classes w/ alternate PDA process – Talent Management**
- **TBD – Headcount for HR**
- **TBD – HR Talent Strategy Job Description**



***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** January 14, 2008  
**Time:** 10:00 – 12:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- I. Define and Improve Employee Value Proposition (EVP) – Talent Management
- II. Top 42 – Course Evaluation – Aurea Hernandez
- III. Comm. Plan Phase III – Kelly Damron
- IV. Present Final SPAN Outline to LT – Strategic Planning

**Administrative Notes**

- I. Project Management Office Update
- II. Team Updates / Status – Sub-team Team Leads
- III. Communications –
- IV. Project Plan Review –
- V. **Future Deliverable Reminders –**
  - **Jan 15 – Talent Strategy Final Recommendation to LT – Talent Management**
  - **Jan 15 – Define and Improve Employee Value Proposition (EVP) to LT – Talent Management**
  - **Jan 15 – Define cluster of classes for alternate PM process to LT – Talent Management**
  - Jan 21 – Present Alternatives of Customer Service Survey to TMT – Performance Metrics
  - **Jan 22 – Present Alternatives of Customer Service Survey to LT – Performance Metrics**
  - **Jan 23 – Comm. Plan Phase III to LT – Kelly Damron**
  - Jan 28 – Headcount and Strategic Plan for Market Rates – Talent Management
  - Jan 28 – Project STaRS to TMT – Performance Metrics
  - Jan 28 – IT Recommendations to TMT – Strategic Blueprint
  - Jan 28 – Revise Hiring Practice Final Recommendation to TMT – Talent Management
  - **Jan 29 – IT Recommendations to LT – Strategic Blueprint**
  - **Jan 29 – Revise Hiring Practice Final Recommendation to LT – Talent Management**
  - Jan 29 – Revise Hiring Practice Transition Ownership to HR – Talent Management
  - **Feb 4 – Project STaRS to LT – Performance Metrics**
  - Feb 4 – Define cluster of classes for alternate PM process to TMT – Talent Management

**Bold** font denotes deliverables and deliverable dates for the Leadership Team

- TBD – Publish Planning Manual on the NCDOT website – Strategic Planning
- TBD – Website Development (3 Phase Approach) to communicate strategy internally and externally (input from workstreams) – Talent Management
- TBD – Draft Implementation Plan for Organization Changes to LT – Strategic Blueprint

***North Carolina Department of Transportation  
Transformation Management Team  
Project Update Meeting Agenda***

**Date:** September 8, 2008  
**Time:** 2:00 – 4:00 PM  
**Location:** Emergency Information Center

**Deliverables**

- Career Tracks Implementation Plan – Talent Management

**Administrative Notes**

- I.** Project Management Office Update
  - Reorganization Update
- II.** Team Updates / Status – Sub-team Team Leads
- III.** Communications Update
- IV.** Project Plan Review – Status Report Updates
- V. Future Deliverable Reminders –**
  - **Sep 9- Career Tracks Implementation Plan to LT/SMC – Talent Management**
  - Sep 15 – Employee Mobility Plan – Talent Management
  - **Sep 16 – Employee Mobility Plan to LT – Talent Management**
  - Sep 30 – Two-year Prioritization Process Implementation Plan - SPOT
  - Sep 30 – Implement Employee Engagement Survey – Talent Management
  - Nov 26 – Implement Customer Service Survey – Performance Metrics
  - TBD – Initiate Leadership Planning Sessions – Talent Management
  - TBD - Mentorship Pilot Report to Senior Management – Strategic Blueprint
  - TBD – Business Unit Efficiencies Follow-up to LT – Strategic Blueprint